

**Executive Administrative Assistant to the Executive Vice
President of Academics and Compliance**

Tabor College is seeking an Executive Administrative Assistant to the Executive Vice President of Academics and Compliance. Tabor College's mission is to prepare people for a life of learning, work and service for Christ and His kingdom. Do you have a personal relationship with Jesus? Do you love helping people? Are you looking for a role that requires coordination and compliance? Do you enjoy representing and assisting management in a professional work environment?

If you answered 'yes' to these questions, then we are looking for someone like you to join the team. This full-time position is responsible for supporting Tabor College's Executive Vice President in a variety of activities.

The Executive Administrative Assistant's primary responsibility is to assist in the achievement of academic goals of the institution by providing administrative support to the EVP of Academics and Compliance.

To request a full job description please email tchumrec@tabor.edu

Primary Responsibilities:

- Assist in collecting academic and faculty data, maintaining data files, analyzing data, developing graphs, and writing reports
- Manage and maintain electronic filing system for academic affairs
- Oversee and coordinate academic communication, including editing internal and external documents
- Coordinate academic and faculty events
- Provide support to key faculty committees, including faculty search committees
- Serve as the personal assistant for the EVPAC
- Maintain a lifestyle in keeping with the Mennonite Brethren Confession of Faith.
- Seek opportunities to reflect Christ to students, families & Tabor employees.

Skills Required:

Excellent writing and communication proficiency. Strong interpersonal skills, including the ability to manage confidential materials securely. Ability to organize and manage projects independently, accurately, and consistently. Technology aptitude including proficiency with Microsoft Office. Ability to seek solutions to challenges. Ability to thrive in a fast-paced environment.

To Apply: Send resume and cover letter via email to tchumrec@tabor.edu

Tabor College is an Equal Opportunity Employer operating under the auspices of the Mennonite Brethren churches of the United States. It complies with all applicable non-discrimination laws.