

## **Welcome Center Office Manager**

**Tabor College**

**Hillsboro, KS**

### **Job Overview:**

Serve as the Office Manager/Admin Assistant of Tabor College's Welcome Center & Enrollment Management Department.

### **Job Description:**

- Maintain a lifestyle in keeping with the Mennonite Brethren confession of faith.
- Seek opportunities to reflect Christ to students, families & Tabor employees.
- Tabor events & campus calendar coordinating and communicating with each Dept. as needed.
- Maintain a professional appearance, attitude and manner of communication.
- Managing Welcome Center – Receiving calls and managing switch board for the college. Providing constituents with a friendly, welcoming oriented environment.
- Manage all admissions data entry systems for pace and accuracy.
- Oversee the scheduling and maintenance of the admissions vehicle fleet.
- Help coordinate the execution & distribution of admissions marketing and communication flow with prospective students.
- Oversee the cleanliness and orderliness of the enrollment management office areas.
- Acquire and maintain an appropriate level of knowledge about Tabor College. This includes, but is not limited to, academics, athletics, student life, church affiliation, mission, vision, values, and statement of faith.
- Provide excellent customer service.
- Work in conjunction with multiple Tabor Dept. Offices
- Managing student workers with day to day activities and timecards.
- Communicate and direct questions from perspective students and visitors to appropriate Offices
- Attend and participate in regularly scheduled departmental staff meetings.
- Other duties as assigned by the Director of UG Admissions or the Interim Dean/VP of Enrollment
- Assist in direction of Undergraduate Campus Visit days.

### **Qualifications:**

- Bachelor's Degree preferred
- At least 3 years of experience with administrative support in an office setting
- Personality traits of persuasion and influence
- Must be team-oriented
- Good technical skills are required
- Demonstrated attitude of excellent customer service and hospitality

To Apply: Qualified and interested candidates should submit a cover letter, resume and references to Alex Wiens, HR Coordinator, by email at [tchumrec@tabor.edu](mailto:tchumrec@tabor.edu).