

## **Administrative Assistant to the Dean of Student Life, Learning, and Formation**

**Tabor College**

**Hillsboro, KS**

### **Job Overview:**

Assist the Dean of Students in the day-to-day operations of the Student Life Office. Also assist students with their non-academic needs such as, but not limited to, housing, orientation, summer e-mailings, health insurance, conduct communications, and maintaining a calendar for Student Life staff.

### **Job Description:**

- Provide administrative assistance to the Dean of Students and his/her leadership team: Dir. of Residential Education, Dir. of Student Success, Director of Campus Housing/Summer Events Coordinator, and Campus Pastor with tasks (e.g. scheduling meetings, reserving event or meeting spaces, correspondence, USPS mail, email, payment requisitions, student files, spreadsheets, etc.).
- Monitor the Student Life email account
- Monitor and help post social media content for Student Life
- Serve as the principal point of contact for walk0in and phone traffic, assisting and redirecting as needed to solve problems and answer questions.
- Provide support to the start of year procedures including housing, keys, Resource Guides and brochures, as well as the host of registration-related tasks (e.g. Community Life Covenant, parking stickers, student health insurance, room assignments, meal tickets, etc.).
- Provide support for the student conduct & recognition process
- Assist the Director of Campus Housing/Summer Events Coordinator with check in/check out sheets for rooms, key checkout and return, room changes and general housing.
- Organize, monitor and sign-up eligible students for student health insurance. Duties in spring and fall.
- Monitor, coordinate, and maintain student life office supplies.
- Utilize technology platforms such as Microsoft Office Suite, Google Suite, and Campus Café and be prepared to incorporate new technology as necessary.

### **Qualifications:**

- A demonstrable faith in Jesus Christ
- Bachelor's Degree in any discipline
- Strong interpersonal, communication, and organizational skills

To apply or receive a full job description: Contact Alex Wiens, HR manager by email at [tchumrec@tabor.edu](mailto:tchumrec@tabor.edu). Qualified and interested candidates should submit a cover letter, resume and references.