

Admissions Recruiter

Hillsboro, KS

Job Overview:

To recruit designated student populations to Tabor College from assigned territories, while upholding & communicating the mission, vision, and core values of Tabor College.

Job Description:

- Maintain a professional appearance, attitude and manner of communication
- Acquire and maintain an appropriate level of knowledge of financial aid policies and the Tabor College Scholarship program
- 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, Confession of Faith and statement of faith.
- Maintain a lifestyle in keeping with the Mennonite Brethren statement of faith
- Recruit general students, performing artists and student-athletes from assigned territories
- Provide excellent customer service
- Attend college fairs and recruiting events
- Develop and maintain relationships with Tabor College performing arts directors, professors, and coaches
- Maintain accurate record of prospective student contacts in computer DB – includes managing student help when applicable
- Prepare and review financial aid packages for students & counsel families on the college investment/avenues to afford Tabor College
- Participate in the collaborative effort between student life and admissions for assigning housing to new students
- Provide all the needed support to counsel students in an assigned pool through the admissions process
- Perform other duties as required by supervisor

Qualifications:

- Bachelor's degree required
- Preferred: Experience in recruitment, higher education recruitment and/or direct sales/marketing
- A demonstrable faith in Jesus Christ

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