

**TABOR COLLEGE
POSITION DESCRIPTION**

Position Title: Executive Assistant to the President

Work Schedule: Full Time

Supervisor: President

- Provide organizational and administrative support to the president of Tabor College and manage the office of the president
- Represent the professionalism and leadership of the president's office
- Serve as personal assistant to the President
- Work with each department of the College to coordinate projects and events throughout the year
- Assist the President in campaign related tasks – coordinate and implement the advance work for appointments.
- Arrange speaking engagements and church relations visits.
- Communicate with the Board of Directors on the President's behalf and serve during Board meetings
- Supervise student help in the office of the president
- Serve on various committees as requested
- Assist with bookkeeping of the Presidents department
- Engage in the life of the college community
- Perform executive level tasks
- Uphold the mission, vision, and core values of Tabor College

Desired Requirements

- Bachelor's degree
- Proficiency in Microsoft and Google suite
- Experience in office management.
- Have a demonstrable faith in Jesus Christ