



## POSITION VACANCY ANNOUNCEMENT

**DATE:** June 13, 2017

**POSITION TITLE:** Administrative Specialist III

**SALARY:** Hourly salary consistent with the MCCA and MSEA salary schedule including an excellent benefit package

**MINIMUM QUALIFICATIONS:** Associate Degree and up to and including three years of related work experience.

**RESPONSIBILITIES:** The candidate processes payment activity while maintaining a professional and courteous manner. Collection activity through email, phone, and in person. Provide exemplary customer service to all students and employees served by the Business Office. Payroll data entry. Attention to detail is a must.

**SCHEDULE:** 40 Hours/Week Monday through Friday)  
8:00 a.m. to 4:30 p.m.  
Evening and weekend hours may be required

**APPLICATION PROCEDURE:** Employment Application available at [cmcc.edu](http://cmcc.edu)

Submit an employment application, a current resume, letter of interest and three references to:

[tcrossley@cmcc.edu](mailto:tcrossley@cmcc.edu)  
OR  
Todd Crossley (207-755-5434)  
Central Maine Community College  
1250 Turner Street, Auburn, Maine 04210

**APPLICATION:** Please get application materials to us by Monday, June 26, 2017

To enrich education through diversity, Central Maine Community College is an equal opportunity/affirmative action institution and employer. For more information, please call (207)755-5233.