



**Position Vacancy Announcement**

**Director of Technical Program Recruitment**

**Date: June 20, 2018**

**Title of Position: Director of Technical Program Recruitment**

**Bargaining Unit / Salary Range: Pending Classification with the MEA Administrators Unit**

**SUMMARY**

Reporting to the Director of Admissions and High School Relations and along with the Director, the individual in this position is responsible to increase the number of high school students entering CMCC technical programs direct from high schools in Maine and across New England. This full-time position includes extensive travel throughout Maine and New England and the flexibility of nights and weekends as necessary to accommodate high school and technical center visits.

**QUALIFICATIONS:**

- Master's Degree is essential.
- Demonstrated knowledge of technical programs and career pathways is essential.
- Work experience in a high school, technical center is necessary.
- A solid foundation using a Windows operating system and Microsoft Office Suite is necessary.
- Computer skills sufficient to use Jenzabar EX or a compatible software system are necessary.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following; however, other duties may be assigned.

- Plan, organize and visit high school technical programs on a continual basis to promote CMCC programs as a viable pathway for students.
- Build strong relationships with high school instructors, technical center instructors and directors and student services staff.
- Assist CMCC department chairs and the Director of Admissions and High School Relations with concurrent enrollment course set up and related responsibilities.
- Coordinate specialized on campus events and activities related to technical program recruitment.
- Assist Director of Admissions and High School Relations in the management and supervision of admission office.

**TO APPLY:** This position will remain open until filled, however, in order to receive full consideration, please send a completed CMCC employment application available at [www.cmcc.edu](http://www.cmcc.edu), a letter of application, a resume, and names of three references by July 3, 2018 to:

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