



Admissions Representative

Date: June 20, 2018

Title of Position: Admissions Representative

Bargaining Unit / Salary Range: Salary and Benefits commensurate with the Agreement between the MCCS Trustees and the MEA Administrators Unit, Level I.

SUMMARY

The Admissions Representative reports directly to the Director of Admissions and is responsible for the recruitment and enrollment of students at Central Maine Community College. Frequent and extensive travel may be involved at times. This full-time position includes the flexibility of nights and weekends as necessary to accommodate scheduling of events/staffing.

QUALIFICATIONS:

- Valid State of Maine Driver's License and own transportation
- Associate Degree, Baccalaureate Degree Preferred
- Excellent oral and written communication skills
- Knowledge of a wide variety of career fields and job trend opportunities
- Experience in marketing
- Computer skills
- Able to set and meet goals

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

- Schedule and conduct visits to high schools and community agencies for the purpose of student recruitment for special populations.
- Represent the College at regional and / or national college fairs, conferences, career nights, etc.
- Maintains positive rapport and open lines of communication with high school guidance community and other community counselors.
- Hosts and organizes campus tours and informational/interview sessions.
- Develops and implements student recruitment strategies.
- Assists the Director of Admissions in the development and promotional materials including print and visual media.
- Evaluates student credentials in conjunction with College admissions policies.
- Provides student service functions to off campus sites.

APPLICANT PROCESS: Consideration will begin July , 2018, and continue until the position is filled. However, in order to receive full consideration, please send a completed CMCC employment application available at www.cmcc.edu, a cover letter, resume, and three references to:

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