SUMMARY
The Student Services Representative is responsible to assist the Dean of Student Services with efforts related to the recruitment, enrollment and retention of students at Central Maine Community College. This is a full-time position to include the flexibility of nights and weekends as necessary to accommodate scheduling of events/staffing. Frequent travel may be involved.

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

- Assist with new student registration/orientation
- Assist with the scheduling visits to high schools and community agencies for the purpose of student recruitment
- Represents the College at college fairs, conferences, career nights, etc.
- Maintains positive rapport and open lines of communication with college personnel, high school guidance community and other community representatives
- Assists with hosting and organizes campus tours and informational/interview sessions
- Assists with developing and implementing student recruitment strategies.
- Assists with student retention activities to include activities such as recreational/social events/clubs and organizations
- Assists in the development of promotional materials including print and visual media.
- Evaluates student credentials in conjunction with College admissions policies.

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 trends and opportunities
Experience in marketing
Able to set and meet goals
Computer Skills

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, a letter of application, a resume, and names of three references by October 5th, 2015, to:

Todd Crossley – 207-755-5434 tcrossley@cmcc.edu
Central Maine Community College
1250 Turner Street
Auburn, ME 04210

To enrich education through diversity, Central Maine Community College is an Equal Opportunity Affirmative Action Employer. For more information, please call (207) 755-5233