



POSITION VACANCY ANNOUNCEMENT

- DATE:** July 11, 2019
- POSITION TITLE:** Administrative Specialist III
- SALARY:** Hourly salary consistent with the MCCA and MSEA salary schedule including an excellent benefit package.
- MINIMUM QUALIFICATIONS:** Associates Degree and up to and including three years of related work experience.
- RESPONSIBILITIES:** The candidate processes payment activity while maintaining a professional and courteous demeanor. Financial debt collections activity through email, phone, and in person. Provide exemplary customer service to all students, faculty and staff served by the Business Office of the college. Accurately enter data into multiple IT systems. Excel expertise is necessary. Attention to detail is a must. Represent the college in an upbeat, professional manner. Other duties as assigned.
- SCHEDULE:** 40 Hours/Week (Monday through Friday) approximately 8:00 a.m. to 4:30 p.m.
Occasional Evening and weekend hours may be required
- APPLICATION:** Employment Application available at cmcc.edu
- PROCEDURE:** Submit a completed CMCC employment application, a current resume, letter of interest and contact information for three references to:
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 July 24, 2019.

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.