



POSITION VACANCY ANNOUNCEMENT

Date: September 19, 2019

Title of Position: Central Services Technician

Bargaining Unit / Salary Range: Salary and Benefits commensurate with the Agreement between the MCCA Trustees and the MSEA Support Services Unit, Level 10

MINIMUM QUALIFICATIONS: High School diploma or GED. Two years shipping and receiving experience. Valid State of Maine drivers license. Ability to lift up to 50 pounds unassisted.

PREFERRED QUALIFICATIONS: Associates degree. Experience with Microsoft Office Suite.

RESPONSIBILITIES: Under the supervision of the Central Services Supervisor, this position will be responsible to perform all of the activities of the colleges copy, mail, and support services department involving many technical, and production services for the College. Candidate will coordinate with facilities regarding packages that are delivered to campus; responsible for helping Central Services make sure reproduction (photo copy) jobs are completed timely and efficiently.

Supports the general supplies inventory for the Central Services area; responsible for providing general information to students and visitors about Central Services operations; responsible for mail processing and distribution; provide assistance in the use of both printing and postal equipment as necessary, as well as assisting in the maintenance and repair schedule of such equipment. The position is responsible for maintaining the copiers on campus to include the repairs, and inventory of all supplies related to the copiers.

The selected candidate will also be trained to be a registered U.S. Passport Acceptance Agent and provide evidence of U.S. Citizenship. The person needs to be able to make independent decisions and to proactively resolve problems; provide knowledgeable and courteous customer service to students, instructors, staff, via phone, email and face-to-face about many aspects of copy services, mail processing and distribution as well as Student ID card and Passport photo processing.

SCHEDULE: Normal work hours are Monday through Thursday from 1:30 p.m. to 6:30 p.m., however, additional hours are sometimes necessary

APPLICATION: Employment Application available at cmcc.edu
PROCEDURE: Submit an employment application, a current resume, letter of interest by October 2, 2019 to:

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

To enrich education through diversity, Central Maine Community College is an equal opportunity/affirmative action institution and employer. For more information, please call (207)755-5434.