



Date: August 4, 2021

Title of Position: Admissions Representative

Bargaining Unit / Salary Range: Salary and Benefits commensurate with the Agreement between the MCCS Trustees and the MEA Admin Unit. The position is budgeted at Level 1H, \$37,011.79.

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

- Schedules and conducts visits to high schools and community agencies for the purpose of student recruitment including special populations.
- Represents 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 in the development of promotional materials including print and visual media.
- Evaluates student credentials in conjunction with College admissions policies.

MINIMUM QUALIFICATIONS:

- Valid State of Maine Driver's License and own transportation
- Associate Degree and experience in admissions or closely related field
- Demonstrated ability to communicate effectively before large and small groups
- Demonstrated knowledge of a wide variety of career fields, job trends and opportunities
- Computer Skills

PREFERRED QUALIFICATIONS:

- Bachelor's Degree with 2+ years of admissions experience

APPLICATION PROCESS: Consideration of applications will begin August 19, 2021, and continue until the position is filled. Please send a letter of application addressing the above, college transcripts, a current resume including names, addresses and telephone numbers of three references, and a completed CMCC employment application (available at www.cmcc.edu) to:

Suzanna Gallant, Director of Human Resources
Central Maine Community College
1250 Turner Street
Auburn, ME 04210
sgallant@cmcc.edu

To enrich education through diversity, Central Maine Community College is an Equal Opportunity Affirmative Action Employer. For more information, please call (207) 755-5396.