



Date: August 18, 2021

Title of Position: Learning and Advising Specialist

Bargaining Unit / Salary Range: Salary and Benefits commensurate with the Agreement between the MCCS Trustees and the MEA Admin Unit Level 3. This position is budgeted at \$43,260.37.

RESPONSIBILITIES: While part of the Learning and Advising team, the individual in this position will work closely with both traditional and non-traditional students assisting with such functions as advising, First-Year Experience coordination, transcript evaluation, as well as orientations and Learning and Advising Center tutoring. The individual will work cooperatively with the Office of Student Services in the recruitment of students and includes the flexibility of working nights and weekends as necessary to accommodate student needs. Proof of Covid-19 vaccination will be required prior to the first day of employment.

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

- Provide academic information to drop-in students including basic college catalog content information, administrative policies and procedures, and degree requirements.
- Assist students to resolve academic questions/concerns pertaining to academic standing related to Financial Aid, Early Alerts, Academic Warnings, Probation, Suspension, Dean's List, graduation honors and other policies by directing students to appropriate departments in the College for those answers.
- Assist the Offices of Student Services and Academic Affairs to enhance customer service in the Learning and Advising Center by providing student feedback to the Deans.
- Provides technical assistance to students relative to advising and registering for courses.
- Participate in college meetings, trainings, orientations as needed.
- Assist with student recruitment

MINIMUM QUALIFICATIONS:

- Bachelor's Degree
- 2+ years of experience working with both traditional and non-traditional students in a community college setting
- Proven customer service skills
- A solid foundation using a Windows operating system and computer skills sufficient to use Jenzabar, or a compatible student information software system, are necessary.

PREFERRED QUALIFICATIONS:

- Master's Degree

APPLICATION PROCESS: Consideration of applications will begin September 2, 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
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Auburn, ME 04210
sgallant@cmcc.edu