



Date: May 16, 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 11, \$38,693.97. 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.

- 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 May 31, 2021, and continue until the position is filled. Please send a letter of application addressing the above, a current resume including names, addresses and telephone numbers of three references, and a completed CMCC employment application (available at www.cmcc.edu) to:

Human Resources Department
Central Maine Community College
1250 Turner Street
Auburn, ME 04210
jobs@cmcc.edu

The Maine Community College System provides equal opportunity regardless of race, creed, color, national origin, religion, sex, sexual orientation, including gender identity or expression, age, genetic information or Vietnam era veteran. To enrich education through diversity, Central Maine Community College is an Equal Opportunity Affirmative Action Employer. For more information, please call (207) 755-5396.