



Date: April 15, 2022

Title of Position: Learning and Advising 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.

- 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 Director of Learning and Advising to enhance customer service in the Learning and Advising Center by providing student feedback to the Director.
- Assists the Learning and Advising Specialist perform functions relative to the success of the Learning and Advising Center.
- Provides technical assistance to students relative to advising and registering for courses.
- Participates in college meetings, trainings, orientations as needed.

REQUIRED QUALIFICATIONS:

- Associate Degree
- Demonstrated customer service skills
- Demonstrated experience using Microsoft Office Suite
- Demonstrated computer skills sufficient to use Jenzabar EX or a compatible software system

PREFERRED QUALIFICATIONS:

- 2+ years of experience advising students in a community college environment
- Bachelor's Degree

APPLICATION PROCESS: Consideration of applications will begin April 29, 2022, 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:

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