



**Date: June 16, 2022**

**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.

**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
- Proof of up-to-date COVID-19 vaccination required prior to the first day of employment, subject to exemptions recognized by law.

**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](http://www.cmcc.edu)) to:

Human Resources Department  
Central Maine Community College  
1250 Turner Street  
Auburn, ME 04210  
[jobs@cmcc.edu](mailto:jobs@cmcc.edu)

Central Maine Community College is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive and non-discriminatory environment for all employees. We provide reasonable accommodations to qualified individuals with disabilities upon request. For more information, please contact (207) 755-5396.