



DATE: August 4, 2022

TITLE OF POSITION: Assistant Director of Records and Institutional Research

Bargaining Unit / Salary Range: Salary and Benefits commensurate with the Agreement between the MCCS Trustees and the MEA Administrators Unit as a Level 2. The budgeted salary is mid \$40ks.

RESPONSIBILITIES:

Reporting to the Director of Records and Institutional Research, CMCC's Assistant Director of Records and Institutional Research is responsible for:

- Serving as lead officer in the configuration and management of the student information system (SIS) Advising and Registration modules.
- Handling information and service requests from internal and external customers.
- Serving as lead on graduation processes that include development and maintenance of the paperless graduation system and reviewing student records for potential graduates.
- Maintaining student records, performing degree audits and enrollment verifications, and processing transfer credits.
- Maintaining academic planning, course and classroom schedules and the academic catalog in the SIS.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree or Associate Degree with 2-4 years of experience
- Ability to work independently
- Organizational and management skills
- Strong interpersonal and communication skills
- Knowledge of federal laws related to record documentation and management to include the Family Educational Rights & Privacy Act and the Freedom of Information Act
- Computer software skills (Higher education SIS, PC, Microsoft Office Suite, etc.)
- Higher education experience
- Proof of up-to-date COVID-19 vaccination required prior to the first day of employment, subject to exemptions recognized by law

PREFERRED QUALIFICATIONS:

- Master's Degree
- Experience working in a community college environment, preferably related to post-secondary registration and/or student recordkeeping
- Experience with SQL

APPLICANT PROCESS: Consideration of applications will begin August 18, 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:

Department of Human Resources
Central Maine Community College
1250 Turner Street
Auburn, ME 04210
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.