



Date: January 4, 2023

Title of Position: Director of Admissions

Bargaining Unit / Salary Range: Salary and Benefits commensurate with the Agreement between the MCCS Trustees and the MEA Admin Unit as a Level 4. Salary is high - 50's, based on experience.

RESPONSIBILITIES: This position is responsible for all aspects of the College's admission program including marketing for recruitment of traditional and non-traditional students and for promoting the College by visiting high schools, adult education sites and community agencies. This position will oversee and operate all dual enrollment processes with partner schools and is responsible for coordinating all on-campus recruitment events. This position supervises the admissions staff. Must be available for travel, day evening and weekend hours. Proof of up-to-date COVID-19 vaccination required prior to the first day of employment, subject to exemptions recognized by law.

MINIMUM QUALIFICATIONS:

- Master's Degree in a related field, or substantial progress toward same.
- 3+ years of experience in higher education working with student services, admissions or marketing.
- Supervisory experience.
- Excellent written and oral communication skills.
- Ability to communicate efficiently before large groups.

PREFERRED QUALIFICATIONS:

- Experience in a community college setting

APPLICANT PROCESS: Consideration of applications will begin January 19,2023, 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

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