



**NORTHERN MAINE COMMUNITY COLLEGE  
POSITION VACANCY ANNOUNCEMENT**

**DATE:** March 29, 2017

**TITLE OF POSITION:** Director of Admissions and Outreach

**BARGAINING UNIT/SALARY RANGE:** MEA Administrators Unit, Level TBA

**RESPONSIBILITIES:** Has the overall responsibility for all student recruitment and admissions processing. Develops recruitment strategies that emphasize and meet the College's strategic enrollment initiatives. Oversees the admissions process from prospect development to matriculation to include review of applications, interviewing prospective students, coordination of pre-entrance assessment testing, applicant decision-making, and monitoring applicant follow-up processes. Coordinates admissions outreach activities to include scheduling and conducting campus tours; recruitment visits at high schools, technical centers, college fairs, etc., while monitoring effectiveness. Ensures recruitment strategies are consistent with the overall College marketing plan and strategies. Cultivates relationships and communication with internal and external stakeholders. Provides direct supervision to Admissions Department staff.

**MINIMUM QUALIFICATIONS:** Bachelor's degree and 5 years' related experience. Master's degree and related experience desired.

**KNOWLEDGE, SKILLS AND ABILITIES:** Excellent written and oral communication skills. Specific knowledge about enrollment management techniques and theories. Proven accomplishments in the admission/student services fields with prior experience as director preferred. Experience in marketing (preferably in higher education) and the development of recruitment and promotional materials. Director must display sound educational principles and ethics, enforce affirmative action policies and procedures, and respect the academic integrity of the College.

**APPLICATION PROCEDURE:** Review of applications will begin immediately and continue until position has been filled. For consideration, please submit cover letter, resume, NMCC employment application, official transcripts and names of three professional references to:

Dr. William Egeler, Dean of Students  
Northern Maine Community College  
33 Edgemont Drive  
Presque Isle, ME 04769

*Northern Maine Community College is an equal opportunity/affirmative action institution and employer. For more information about this commitment, please call the Affirmative Action Officer at 768-2791.*