



**NORTHERN MAINE COMMUNITY COLLEGE
POSITION VACANCY ANNOUNCEMENT**

DATE: October 25, 2019

TITLE OF POSITION: Admissions Counselor

BARGAINING UNIT/SALARY RANGE: MEA Administrators Unit, Level II

RESPONSIBILITIES: This position assists the Director and is responsible for student recruitment work including, but not limited to campus tours, college fairs, student admission interviews and decisions, reviewing applicant materials, applicant testing, data entry, letters and other communications with prospects and applicants, high school/agency/employer/home site visits. Coordinates adult and part-time admissions to credit programs, tele-recruiting activities and assists in the development and implementation of the campus marketing strategy.

MINIMUM QUALIFICATIONS: Bachelor's degree and experience in Admissions or closely related field. Desirable: Master's degree and prior experience in Admissions/Marketing or closely related field. Must have clean and valid driver's license and current US Passport or like documentation.

KNOWLEDGE, SKILLS AND ABILITIES:

Excellent written and oral communication skills; ability to communicate effectively before large groups and one on one settings; knowledge of computerized student information systems and information technology utilized on campus, especially as they relate to admissions and presentations; knowledge of college policies in the areas of curriculum, financial aid, housing, budgeting, billing/purchasing and use of facilities; working proficiency with all Microsoft Office application software packages; working knowledge of laws, regulations and policies that may affect college student such as: FERPA, ADA and SEVIS; ability to locate and travel to remote locations long distances away, by car, independently and on time (map reading and ability to give and receive directions is required); ability to solve unexpected problems and effectively cope with rapid changes is essential.

APPLICATION PROCEDURE: Interested applicants should submit a cover letter, resume, NMCC employment application, official transcripts, and names of three professional references by **November 15, 2019** to nbhummel@nmcc.edu or mail to:

Beth Hummel, Human Resources
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.