



Recruitment and Admissions Specialist

10-month position - Reopened

Washington County Community College is seeking a talented professional with a strong work ethic to fill a 10-month position as a Recruitment and Admissions Specialist. The specialist is the college's primary representative in all aspects of student recruitment. This position is responsible for promoting the college and its programs to a wide variety of audiences ranging from secondary students to adult populations. Evening, weekend, and frequent overnight travel is required, especially during prime recruiting periods. This is considered a normal requirement for this position. College vehicle will be provided.

Minimum Qualifications: Associate degree in a related field with an understanding of college admissions programs and processes. Recruitment experience or prior admission, marketing, telemarketing experience. Preferred a Baccalaureate degree and experience in enrollment management, admissions, marketing, telemarketing, and computer proficiency. The right candidate will have excellent written and oral communications skills. Ability to communicate effectively before large groups. A clean driving record is essential.

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

Prorated Salary & Benefits: MEA Administrators Unit, salary range \$30,094.66 to \$39,266.48, salary commensurate with credentials and experience. Employer paid health, dental and life insurance for employees (spouse/domestic partner/dependent coverage also available), vision insurance, choice between Maine Public Employees Retirement System or TIAA CREF in lieu of social security, generous sick/personal time allowances, professional development, and free tuition within the MCCS for employee, spouse, and qualifying dependents.

Application Process: Open until filled. Please send cover letter, resume, unofficial transcripts, and a list of three professional references to resume@wccc.me.edu or mail to: Heather Smale, Human Resource Coordinator, Washington County Community College, One College Drive, Calais, ME 04619

WCCC 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) 454-1000. Posted 1-9-23