



## Enrollment and Student Services Success Specialist

Full-time

Washington County Community College is seeking a talented professional with a strong work ethic to permanently fill the Enrollment and Student Services Success Specialist position in the Enrollment Management and Student Services Department. The Enrollment and Student Services Success Specialist provides comprehensive advising services to students through development of academic and educational plans to help them achieve their goals. This includes career exploration, interpreting program requirements, enrollment policy and procedures, transferability, implementation of advising procedures, financial counseling and providing guidance to students on programs and services of the College. Position works to guide students to meet the college enrollment and retention goals. This position requires travel to high schools and CTE centers in Washington County.

**Minimum Qualifications:** Baccalaureate degree, two years of recent experience in higher education, knowledge of and proven experience in student success strategies and best practices. Excellent interpersonal and presentation skills. Master's degree desired with four years of recent experience at a community college, experience in student success and/ or student success instruction, knowledge of best practices in academic learning communities, excellent writing, and presentations skills, demonstrated ability to collaborate effectively with faculty and staff.

**Salary:** MEA Administrators Unit, salary range \$40,785.97 to \$53,216.45, salary commensurate with credentials and experience.

**Benefits:** 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.

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

**Application Process:** Application deadline **Friday, October 21, 2022**. Please send cover letter, resume, unofficial transcripts, and a list of three professional references to [resume@wccc.me.edu](mailto: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 EO/AA Employer*

*Posted 10-4-22*