Enrollment and Student Services Success Specialist
Full-time - Reopened

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. The position will be responsible for continuously completing advising appointments (both in-person and virtually) with all incoming matriculated students and determining student readiness for college programs using defined multiple measures placement guidance. The position will educate incoming students on how to access college information on the internet and student portal. The position will also assist with advertising and social media account management to highlight programs of study and provide information related to the admissions and enrollment process to incoming students and the public. 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, December 2, 2022.** 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. Reposted 11/18/22