



## Administrative Specialist III *Full-time*

**General Position Information:** This grant funded position is the front line and face of the TRiO/study center. The Administrative Specialist III manages the main TRiO/Study Center office by providing high quality, exceptional customer service to all community members, processes applications for enrollment in the TRiO program, organizes and maintains confidential student records and databases, utilizes software programs to enhance student assistance, and tracks data and creates utilization reports. This position answers telephone calls and emails, takes and relays messages, arranges appointments for TRiO co-workers and provides tutoring services to students. Hours are Monday through Thursday 9a.m. to 6p.m., Friday 8a.m. to 5p.m.

**Minimum Qualifications:** Associate degree in education, business or a related field and three years experience in customer service, office management, experience in higher education and student support services. Strong computer skills, and experience with the Microsoft Office Suite, excellent oral and written communication skills and experience with database management.

**Compensation:** (\$14.73 to \$16.50) Grant funded, MSEA Unit/salary commensurate with credentials and experience 100% employer paid health for employees, dental insurance, vision insurance, Maine State Retirement, generous vacation/sick time allowances, paid holidays, professional development, and free tuition within the MCCC.

TRiO is a federally funded retention, graduation, and transfer program that aims to support learning needs of students, including those representing low-income, with differing abilities, and first-generation student populations. Preference will be granted to individuals from the target populations served by the grant. The TRiO SSS Grant is a five-year grant. WCCC is presently in year 4 of a 5-year grant cycle and has consistently been awarded this grant for 25 years.

**Application Process:** Application deadline **Friday, April 19, 2019**. 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: Robyn Leighton, Human Resource Coordinator, Washington County Community College, One College Drive, Calais, ME 04619 WCCC is an EO/AA Employer