Washington County Community College
Calais, Maine
Discover Choices • Create Success

Enrollment Services Representative

Responsibilities: This position provides front line, full service to full-time, part-time matriculated and credit and non-credit continuing education students, faculty, staff and the public to ensure academic success and provides problem solving around the enrollment management process. Hours of the position are Monday through Thursday, 9a.m. to 6p.m. and Friday 8a.m. to 5p.m.

Minimum Qualifications: Associate Degree with 2 years of higher education experience; Bachelor's degree preferred, excellent written and oral communication skills, positive customer-service orientation is essential; ability to analyze and optimize information technology systems; information technology utilized on campus including the campus network and website; knowledge of college policies in the areas of enrollment services, curriculum, financial aid and housing; working proficiency with all Microsoft office application software packages; working knowledge of laws, regulations and policies that may affect college students such as FERPA, ADA and SEVIS; ability to give and receive directions of all sorts is required; ability to solve unexpected problems and effectively cope with rapid changes is essential.

Compensation: Compensation: Salary commensurate with credentials and experience starting at $30,093 to $38,122., 100% employer paid health for employees, dental insurance, Maine State Retirement or TIAA CREF, generous vacation/sick time allowances, and 12 paid holidays, professional development, and free tuition within the MCCS.

Application Process: Please submit cover letter, resume, unofficial transcripts and list three professional references by **Friday, July 15, 2016** to resume@wccc.me.edu or Robyn Leighton, Human Resource & Payroll Coordinator; Washington County Community College; One College Drive, Calais, ME 04619