

Administrative Specialist III

General Position Information: This grant funded position manages the main TRiO/Study Center office by receiving visitors, students, faculty and staff to the department. Type's correspondence, answers telephone calls to the department, takes and relays messages, arranges appointments with appropriate coworkers. Arranges workshops and events for students. Organizes and maintains confidential student records and databases and utilizes software programs to enhance student assistance. 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 Microsoft Office Suite, excellent oral and written communication skills and experience with database management.

Compensation: (\$13.96-15.63) 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 MCCS.

Application Process: The application review process will begin at close of business Friday, September 9, 2016. Interested candidates should submit a cover letter, resume, copy of unofficial transcripts and list three professional references to resume@wccc.me.edu or to Robyn Leighton, Human Resource, Washington County Community College, One College Drive, Calais, ME 04619. WCCC is an EO/AA Employer.