

College Enrollment Success Coach

Summer 2022

Washington County Community College is looking to hire a temporary, part-time College Enrollment Success Coach for up to 20 hours a week, starting July 1, 2022, to August 31, 2022.

Under the direction of the Dean of Enrollment & Student Services, the position responds to student inquiries in preparation for the Fall 2022 semester. Contacts admitted but not enrolled students, meets with students to assist with registration, and assists with scheduling issues, overrides, and general first-year student questions and concerns. Directs students to faculty for program-specific academic advising; directs students to appropriate staff for operational specific issues such as evaluation of transfer credits, financial aid, student accounts, and housing.

Minimum Qualifications: Experience in working in higher education, preferably at a community college.

Knowledge/Skills/Abilities:

- Excellent interpersonal, written, and communication skills.
- Experience in postsecondary institutions with additional involvement in guiding students, transfer evaluation, and student success counseling.
- Knowledge of student development, curriculum planning, and understanding the needs and challenges of both non-traditional and traditional-aged college students.
- Ability to handle confidential and sensitive information with discretion.
- Experience professionally interacting with students, families, members of the college community and outside constituencies.

This position pays \$20 an hour, no benefits, and no expectation the position will continue past the dates listed above. Proof of up-to-date Covid-19 vaccination required prior to the first day of employment, subject to exemptions recognized by law. Please submit resume to Tina Erskine, Director of Human Resource at terskine@wccc.me.edu or call 207-454-1002. Position is open until filled. Posted June 24, 2022.

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.