



Coordinator of Advising and Registration Services

Title of Position: Coordinator of Advising and Registration Services

Bargaining Unit/Anticipated Salary Range: MEA Administrator; Level III; \$39,589.38 - \$48,689.95

Responsibilities: The Coordinator of Advising and Registration Services is a member of the Enrollment Center that is cross-trained with Admissions, Financial Aid, and Student Data to provide students with extensive knowledge and support during advising appointments. This position assists in developing sound and reliable advising practices and services for students enrolled in all EMCC locations. This position works closely with students, with particular focus on retention of Liberal Studies students and students who are out of synch with their class cohorts because of developmental courses or other causes of delay. This position works closely with faculty and staff to ensure that appropriate tools and training are available in regards to advising and retention. This position ensures that students register for classes that fit into their educational goals while following EMCC's curriculum and Federal financial aid guidelines. The position is responsible for conducting degree audits for students and the Financial Aid office on an as-needed basis. This position also coordinates the registration process for Concurrent Enrollment students with high school Guidance offices and EMCC's Academic Affairs office, is the primary point-of-contact for Dual Enrollment students, and is a secondary manager for the College's Retention module in Jenzabar.

Minimum Qualifications: Master's Degree in Counseling or other related field with two to four years of experience in a college setting essential (bachelor's degree and significant related experience will be considered). Minimum of two years of advising students or working as a counselor essential, one year of college teaching experience desired.

Preferred Knowledge, Skills and Abilities: Ability to relate to a wide range of individuals in a diplomatic and helpful way; ability to put students at ease, to explain curriculum options and requirements; ability to work with faculty, financial aid, residential life, IT, Business Office, and other staff to resolve student issues. A familiarity with dual enrollment and concurrent enrollment. The individual in this position must be a problem solver and able to help students resolve issues to increase the College's retention rate. Proven ability to work as part of a team. Must be proficient in word processing and spreadsheets. A basic understanding of student information systems and financial aid processes a plus. Excellent written and oral communications skills, attention to detail, as well as excellent listening skills important.

Benefits: Employer paid health, dental and life insurance for employee, Maine State Retirement or TIAA-CREF, and a generous paid time off package.

Application Procedure: Email cover letter, resume, transcripts, and contact information for three professional references to resumes@emcc.edu. Application materials are due by January 22, 2018.

Eastern Maine Community College is an equal opportunity/affirmative action institution and employer. For more information about this commitment, please call the Affirmative Action Officer at (207) 974-4633