

Job Title: Enrollment Services Center Student Assistant

Supervisor: Assistant Director of Enrollment

Pay Rate: $14.15/hour

Schedule: up to 20 hours per week

Interested candidates should email Corey Pelletier at cpelletier@mainecc.edu for a link to the position application.

JOB DESCRIPTION:

The Enrollment Services Center Student Assistant is primarily a customer service position.

Although the primary supervisor is the Assistant Director of Enrollment, projects may come from any department within the Enrollment Services Center.

QUALIFICATIONS/SKILLS:

The ESC Work Study should be prepared to work in the Enrollment Services Center up to 20 hours per week between the hours of the 8:00AM and to 5:00PM with occasional opportunities for early morning or evening work.  Weekend hours may be available throughout the semester; however, the typical work week will be Monday through Friday. Experience with Microsoft Office products and previous customer service experience is highly recommended. A welcoming personality and a smiling face is required!

RESPONSIBILITIES:

* Customer service
* Daily call lists
* Daily and large-scale mailing project
* Texting campaigns
* Answering and re-directing incoming phone calls
* Assisting with Accepted Student events
* KV Student App postings
* Campus tours
* Other duties as assigned