



Human Resources Office  
Phone (508)362-2131  
Ext. 4306/4307  
Fax (508)375-4014

## **VACANCY NOTICE**

**DATE:** July 15, 2019

**POSITION:** Enrollment Counselor  
Aviation Maintenance Technician & Funeral Service Programs  
Division of Enrollment Management & Advising Services  
Full time, Benefited  
MCCC Unit Position

**SUPERVISION:** Reports to the Dean, Enrollment Management & Advising Services

### **GENERAL STATEMENT OF RESPONSIBILITIES:**

The Enrollment Counselor will provide extensive wrap-around support services for students including proactive academic advising and planning, career counseling, and assistance with other enrollment functions including financial aid and student accounts. The Enrollment Counselor will work closely with the Aviation Maintenance Technology program and the Funeral Service program and will collaborate with offices in Academic and Student Affairs, ensuring appropriate referral for academic support services. This position is located at our Aviation Hangar in Plymouth, MA.

### **EXAMPLES OF DUTIES:**

1. Provide enrollment management support for academic programs including Aviation Maintenance Technology and Funeral Service.
2. Frequent visits to the Funeral Service location on the Bridgewater State University campus to assist students, as needed.
3. Provide extensive and proactive academic advising to students utilizing both individual and group formats.
4. Use technology-enabled advising practices including electronic degree audits, communication tools, etc., within the Jenzabar EX system.
5. Develop academic plans of study based on career objectives, placement testing, degree requirements, and other academic and personal factors disclosed by student.
6. Participate in ongoing advisor training, EXi Advising, Early Alert and other Jenzabar platforms.
7. Monitor and provide follow up with students and program faculty on Early Alert warnings and refer students to academic support services.
8. Maintain regular contact with Enrollment Management & Advising Services to collaborate on enrollment issues and challenges.
9. Provide information and assistance to current students regarding financial aid and payment plan options; maintain communication with the Business Office and Financial Aid Office to offer guidance and support to students.
10. Maintain linkages with campus resources and academic support services.
11. Collaborate with program faculty and staff in the development of academic and professional development plans.
12. Assist with the coordination of program events such as accepted days, information sessions, orientation, and pinning ceremonies.

13. Plan and coordinate career fairs with industry partners.
14. Other duties, as assigned.

**MINIMUM QUALIFICATIONS:**

1. Bachelor's degree in education, counseling, psychology or closely related field.
2. Three years of experience and/or training involving college admissions, academic advisement, career development; or an equivalent combination of education, training, and experience.
3. Experience as an academic advisor, admissions counselor, or experience working in a student success program within an academic setting.
4. Demonstrated knowledge and experience with the use of technology in admissions, recruitment and/or retention practices.
5. Demonstrated experience in Microsoft Office programs.
6. Strong oral and written communication skills.

**ADDITIONAL PREFERRED QUALIFICATION:**

1. Master's degree.
2. Excellent problem-solving skills.
3. Experience as an academic advisor, admissions counselor, or within a success program within a community college setting.

**COMPENSATION:** MCCC Unit Position. Grade 3 Enrollment Counselor position salary range \$44,852 to \$59,883. Actual salary will be consistent with the MCCC/MTA Collective Bargaining Agreement, commensurate with qualifications and experience. Includes participation in a comprehensive employee benefits program.

**APPLICATION**

**DEADLINE:** August 4, 2019

**APPLICATION  
PROCEDURE:**

Interested candidates must apply online by visiting:

<http://capecod.interviewexchange.com/candapply.jsp?JOBID=113027>

The online application instructions include directions for uploading a cover letter (which should address the minimum qualifications of the position) and a resume. *Please note that candidates invited to interview for the position will be asked to provide three professional letters of reference and copies of transcripts.*

Please visit our website at [www.capecod.edu](http://www.capecod.edu) for information on Cape Cod Community College.

***This appointment is subject to the FY2020 budget appropriations.***

Appointment subject to SORI (Sex Offender Registry Information), publicly accessible Massachusetts CORI (Criminal Offender Record Information), and national background checks.

Cape Cod Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, genetic information, gender identity or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964 and other applicable statutes and College policies. Cape Cod Community College prohibits sexual harassment, including sexual violence. Inquiries or complaints regarding the Americans with Disabilities Act, the Rehabilitation Act and related statutes and regulations shall be directed to the College's Affirmative Action Officer, at the number and address below. Inquiries or complaints concerning discrimination, harassment, retaliation or sexual violence shall be referred to the College's Affirmative Action Officer and Title IX Coordinator, Associate Vice President, Human Resources, P. Paul Alexander, located in the Nickerson Administration Building, (508)362-2131 x4307, the Massachusetts Commission Against Discrimination, the Equal Employment Opportunities Commission or the United States Department of Education's Office for Civil Rights.