

Admissions Administrative Coordinator

Maine College of Art Educates Artists and Designers for Life

Position Overview

This full time position will work in collaboration with the Admissions Operations & Marketing Coordinator as the first point of contact for the department, both internally and externally. The Administrative Coordinator will provide administrative support to the Admissions Department including communication, events, and data management. The position requires schedule flexibility in order to meet the needs of various events that may occur on weekends and/or evenings. The incumbent will have excellent communication and organization skills, and the ability to work with and create a welcoming environment for a diverse range of students, colleagues, and internal and external constituents. Maine College of Art and Design recognizes that diversity is integral to the academic experience and strives to foster an inclusive culture defined by respect, equity and social responsibility. All employees are expected to actively support these values.

The Successful Candidate

To achieve success in this role, it will require:

- Coordinates various calendars/schedules such as campus tours, portfolio reviews, information sessions, and virtual Admissions events;
- Greets visitors to the department, answers phones, responds and/or directs departmental emails;
- Primary lead in the hiring, training, and daily supervision of Federal work-study students and other student workers;
- Manages the bulk import of data from numerous internal and external sources i.e., Common Application, search names, Scholastics, and performs data entry and database management as needed or requested;
- Supports campus tours as it relates to scheduling and assigning as well as acting as a tour guide, as needed;
- Responsible for opening and sorting Admissions mail for appropriate distribution;
- Coordinates the mailings of Admissions materials including viewbooks, acceptance packets, posters to teachers, and other physical communications;
- Assists in the data entry of student information as needed from various sources;
- Sends and collects evaluations from teachers following school visits;
- Supports event management for various Admissions events, such as Open Houses, Accepted Student Days, webinars, and tours;
- Participates in off-campus recruitment events, such as college fairs and portfolio days, as needed.

Qualifications, Experience, Abilities

QUALIFICATIONS

- Bachelor's degree or equivalent experience required.

EXPERIENCE

- 1+ years of related experience preferred;
- Familiarity providing oversight to student workers preferred;
- Proficiency in Google Drive, data management skills, and familiarity with Client Relationship Manager and student information systems preferred.

SKILLS AND ABILITIES

- Excellent oral and written communication skills and the ability to communicate positively and to work comfortably with students, colleagues, and internal and external constituents, including diverse populations;
- Highly detail-oriented;
- Ability to maintain a high level of efficiency, organization, and accuracy while managing multiple tasks simultaneously;
- Ability to prioritize and shift priorities as needed;
- Ability to learn and share new operational and technological processes and systems in a fast paced, collaborative environment;
- Ability to work collaboratively across all areas and offices within the college, and be a team player.

The Institution

Maine College of Art & Design is an independent college of art and design located in the center of the thriving arts district of Portland, Maine. Established in 1882, the College currently enrolls approximately 550 students, the majority of whom are in the undergraduate program. About 1,000 students take classes through MECA&D's Continuing Studies Program annually. MECA&D's Joanne Waxman Library is an important resource of art and design oriented books and periodicals for the region. The Institute of Contemporary Art at MECA&D is a vibrant site for the exhibition of contemporary art.

MECA&D is characterized by its intimate learning community, its interdisciplinary nature and the breadth of its programs. It confers the degrees of Bachelor of Fine Arts in eleven majors, Master of Fine Arts in Studio Art, Master of Arts in Teaching, and the Salt Graduate Certificate in Documentary Studies. Our goal at MECA&D is to teach each student how to transform aspirations and values into a creative practice that serves as the foundation for a lifelong pursuit of personal and professional goals.

Maine College of Art & Design is accredited by the New England Commission of Higher Education (NECHE) and the National Association of Schools of Art and Design (NASAD). The College's accreditation status with both agencies was renewed in 2016.

Strategic Direction

MECA&D's seven-year strategic (2020-2027) plan builds on our historic positioning in Portland's arts district, a shared strategic vision, and proven ability to embrace change.

Strategic Plan Priorities

1. Broaden Our Reach: Online and Distance Learning

Charge: MECA&D will develop a strategy to effectively enter the online and distance learning marketplace in order to expand our audience of learners and generate additional revenue streams.

2. Develop a Culture of Social Change, Racial Justice, and Equity

Charge: MECA&D's commitment to Social Change, Racial Justice, and Inclusion will inform all aspects of the College. We believe placing these values at the forefront of our work cultivates artists who are true agents of change and connects our community to the world in meaningful ways.

3. Academic Excellence

Charge: MECA&D will cultivate the highest standards in teaching and learning in art, design, and media, and will be recognized for its students' cultural contributions. The College will be known as an educational leader in the programs it offers, creating and continually improving a relevant, culturally inclusive, and distinctive curriculum that enables students to reach their potential in an ever-changing world.

Recognizing a rapidly evolving and increasingly challenging higher education landscape, the College will create additional programs and educational pathways to attract learners beyond its traditional region and age group: this includes professional, mid-career and continuing learners.

4. Create a Living and Learning Center

Charge: MECA&D will develop a new Living and Learning Center that reflects the College's mission to provide students with the resources and support necessary to pursue their education successfully. Building on MECA&D's historic role as the creative anchor of Portland, the new Center will expand MECA&D's footprint and identity within Portland and will provide a destination and hub for community activity and engagement.

5. Financial Sustainability

Charge: An essential principle of our Strategic Plan is to ensure MECA&D's long-term financial sustainability. As informed by data and other qualitative metrics, we will identify a financial framework and a series of revenue-focused strategic priorities in support of sustainable results and MECA&D's overall fiscal plan.

Compensation & Benefits

Status: Full Time, Year Round position

Compensation: \$17.00 to \$18.00 per hour, based on experience.

Benefits: A comprehensive benefits package is offered, including health, dental, vacation, sick time, and retirement benefits

To Apply

Applications will be reviewed beginning immediately and will be accepted until a hire is made. Application materials must be sent digitally in a single PDF, not to exceed a 25MB file size. Please email the document to employment@meca.edu. Place "Admissions Administrative Coordinator [Last Name, First Name]" in the subject line.

The PDF must include:

1. An application/cover letter which describes how the candidate's experience, accomplishments and qualifications intersect with the listed position description;
2. A resumé/curriculum vitae;
3. A diversity statement;
4. A list of four references with contact information, one of which should be a prior supervisor and/or professor.

Maine College of Art & Design recognizes that diversity is integral to the academic experience and strives to foster an inclusive culture defined by respect, equity and social responsibility. The successful candidate will have demonstrated experience working with diverse populations, and supporting an inclusive and equitable community. Maine College of Art & Design does not discriminate on the basis of gender, gender identity, gender expression, sexual orientation, disability, genetic information, HIV status, race, age, religion, national or ethnic origin, or military/veteran's status in its educational programs, admissions policies, employment policies, financial aid, or other College administered programs. Candidates from historically underrepresented backgrounds are encouraged to apply.