

SPRUCE MOUNTAIN SCHOOL DISTRICT

Regional School Unit No. 73

Jay, Livermore, Livermore Falls

August 26, 2019

*** Please Post * Please Post * Please Post * Please Post ***

Adult Education Evening Office Support Specialist

Part Time : 4 days per week, 4-5 hours per evening

Description:

Spruce Mountain Adult & Community Education is seeking a dynamic individual who will assist in all areas of community education including, but not limited to, recruitment of enrichment teachers, marketing of classes, catalog design, and greeting all learners in the building during the evening hours.

- The Office Support Specialist will proctor ITV and HISET tests as needed.
- Assist with basic literacy and numeracy classes.
- Develop innovative ideas and a robust marketing strategy to engage community members.

Qualifications:

- Candidate must possess an associate's degree or higher to proctor HISET tests.
- Must have approved Maine CHRC at time of hire
- Preference provided for applicants with a minimum of one year of experience in marketing recruitment, retention or related work experience and/or one year of experience with teaching adults in an adult education environment.
- Digital literacy skills required to be successful in this role.

All interested candidates should submit: A completed RSU 73 application, resume, college transcripts, Maine certification documentation, and three letters of reference.

Please submit your application packet to:

Scott Albert

Superintendent of Schools

9 Cedar Street, Livermore Falls, ME 04254

Email submissions may be sent to lwhite@rsu73.org

Closing date: when suitable candidates are found

E. O. E.

*** Please Post * Please Post * Please Post * Please Post ***