

NOW HIRING

Student Services Coordinator

Region Two School of Applied Technology – Houlton, Maine

Region Two School of Applied Technology is seeking a **Student Services Coordinator** to join our team.

This position supports students, families, instructors, sending schools, colleges, businesses, and community partners. Responsibilities include **student services, recruitment and admissions, career and postsecondary planning, student records, work-based learning, Early College and Bridge Academy programs, grant support, and community outreach.**

We are looking for someone who:

- Enjoys working with high school students
- Has excellent communication and organizational skills
- Can build positive relationships with students, families, schools, and community partners
- Is comfortable managing multiple responsibilities and deadlines
- Has experience in education, counseling, student services, CTE, or a related field
- **Holds or is eligible to obtain Maine DOE Endorsement 096 – Student Services Coordinator in Career and Technical Education (CTE)**

Preference will be given to candidates who currently hold, or are eligible to obtain, Maine DOE Endorsement 096 – Student Services Coordinator in Career and Technical Education (CTE).

Position: Student Services Coordinator

Location: Region Two School of Applied Technology, Houlton, Maine

Schedule: Full-time

Salary & Benefits: Competitive salary and benefits based on experience and Region Two Board-approved terms.

To Apply:

Please submit a cover letter, resume, and applicable certifications to:

Ammie London, Director

Region Two School of Applied Technology
Houlton, Maine

Application Deadline: As soon as a suitable candidate has been found.

Region Two School of Applied Technology is an Equal Opportunity Employer.