

## MAINE COLLEGE OF ART & DESIGN

### POSITION RESPONSIBILITIES & QUALIFICATIONS

Maine College of Art & Design seeks a full-time Graduate Admissions Coordinator in Portland, ME. The Graduate Admissions Coordinator will be expected to represent Maine College of Art & Design as primary admissions recruiter in graduate-level conferences, career fairs, and portfolio days; conduct college visits and presentations; organize prospective student interviews, admission reviewing committees, and portfolio reviews; give tours of the College; and host graduate program information sessions for undergraduate students. The position is further responsible for documenting exhibits and installations through photography and videography in order to create archives of material which can be used to attract prospective graduate students; documentation of graduating seniors' final projects; and the position will also be responsible for teaching one or more introductory courses per academic year, including courses in digital imaging and/or artistic design, concept, and composition.

Required for the position is a Master's degree in Fine Arts, Studio Arts, or a closely related visual arts discipline. Please note that this role involves a variable schedule, including weekends as well as periodic travel for portfolio days, conferences, career fairs, and media festivals on behalf of the College. Time spent traveling is estimated to consume up to approximately 7-8% of work time per year.

### 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 450 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 eight majors, a Master of Fine Arts in Studio Art, a Master of Arts in Teaching, and the Salt Graduate Certificate in Documentary Studies. Maine College of Art & Design is accredited by the New England Commission of Higher Education (NECHE).

### EQUAL OPPORTUNITY STATEMENT

Maine College of Art & Design is committed to fostering a welcoming and respectful environment where all individuals have the opportunity to succeed based on their talents, qualifications, and achievements. We uphold the principles of fairness, merit, and equal opportunity in our academic and professional community.

Maine College of Art & Design complies with all applicable federal and state laws regarding non-discrimination and does not discriminate on the basis of race, color, national origin, sex, gender identity or expression, sexual orientation, age, physical or mental disability, ancestry, religion, genetic predisposition, familial status, receipt of a final protection order, veteran or military status, or any other characteristic protected by law. This commitment applies to all aspects of the College's educational programs, admissions, employment, financial aid, and other institutionally administered programs.

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All qualified individuals are encouraged to apply, and selection decisions are made based on individual merit and institutional needs.

### **READY TO APPLY?**

To apply, please submit a single PDF that includes:

1. A cover letter describing how your experience and qualifications align with this position.
2. Your resumé or curriculum vitae.
3. A list of four references (one of which should be a prior supervisor).

Please email your application to [employment@meca](mailto:employment@meca).