

*August 14, 2024*

## ASC REQUESTS CONTRACTOR PROPOSALS FOR ADMINISTRATIVE SERVICES

ASC is seeking an independent contractor whose primary responsibility will be to manage administrative needs, working with college members, volunteers, faculty and directors. ASC estimates that the contractor will devote roughly 25 hours a week to ASC tasks.

Qualifications include:

- ability to work independently;
- ability to prioritize multiple tasks;
- strong organizational skills;
- strong computer and website management skills;
- excellent written and interpersonal communication skills;
- participation in frequent meetings and class assistance on MDI; and ideally
- knowledge of ASC classes, events and people;

ASC maintains an office in the Southwest Harbor Motor Company Building, which is available for use by the Administrator, when necessary, as well as for meetings and classes.

This position is for an independent contractor, not an employee. For the provision of monthly administrative services, ASC anticipates paying a minimum fee of \$4,100 monthly, for thirteen months, to the contractor. ASC's preferred contract start date is June 1, 2025. Contractor orientation will begin in June. The contract may be extended for additional 12-month periods, providing that ASC and the contractor agree. For a detailed description of the required administrative services, and other information, [PLEASE CLICK HERE](#).

To apply please send the following in .pdf format, to [learn@acadiaseniorcollege.org](mailto:learn@acadiaseniorcollege.org)

- a cover letter;
- resume;
- professional writing sample of 250-500 words; and
- contact information for three professional references.

ASC will accept applications until the position is filled.