



**TRIO Student Support Services (SSS)/Special Population Coach  
Temporary, Fully Grant-Funded Position  
Pending Classification Review**

**FUNDING:** Position is funded through July 2025 by a new TRIO Student Success Services/Special Population grant but may continue if additional funds become available.

**SALARY RANGE:** \$42,000 - \$50,150

**BENEFITS:** 100% employer paid health, dental and life insurance for employees (spouse/domestic partner/dependent coverage also available), vision insurance, choice of Maine Public Employees Retirement System or TIAA CREF in lieu of social security, generous vacation/personal/sick time allowances, 12 paid holidays, professional development, and free tuition within the MCCS for employees, spouse and/or dependents.

The TRIO SSS/special population Coach works as part of a team to design and deliver a comprehensive program of support and activities focused on improving academic achievement, retention and graduation rates of students with disabilities who are actively participating in the federally funded TRIO program. This position provides direct services to students with disabilities including but not limited to mental health disabilities, learning disabilities, ADHD or on the autism spectrum through the provision of guidance and mentoring to optimize student success. Specific responsibilities include assisting participants with academic advising, financial literacy, career and transfer planning and monitoring student progress toward graduation. Emphasis is placed on the quality of project design, continual program improvement and direct student services to achieve grant goals. The TRIO SSS/Special Population Coach reports to the SSS Director.

**MINIMUM QUALIFICATIONS:** Bachelor's degree in Education, Counseling, Psychology, Social Work, or related field. Two or more years of direct service experience working with adolescents or young adults with disabilities and demonstrated experience assessing and supporting their needs. Data management and program evaluation knowledge and skills. Demonstrated sensitivity and experience working with students and/or individuals from diverse social, economic, ethnic, academic, and cultural backgrounds. Proficient with Word, Excel, PowerPoint and database software.

**PREFERRED QUALIFICATIONS:**

- Three years of experience working in a secondary and/or higher education setting
- Demonstrated knowledge and experience in assessing and working with students to improve executive functioning, emotional regulation and social skills
- Demonstrated knowledge and experience supporting students with different learning styles
- Demonstrated knowledge and experience working with non-traditional students
- Demonstrated knowledge and experience in academic advising and undergraduate retention strategies including career development, guidance, financial aid/literacy and the undergraduate admissions process
- Knowledge of assistive technologies or software, including apps, or tools to include voice recognition programs, screen readers, screen enlargement applications, notetaking support, recording devices, cognitive/memory aids, etc.

**KNOWLEDGE, SKILLS & ABILITIES REQUIRED:** Excellent interpersonal and written communication skills; experience coordinating activities with faculty, staff, and students in a post-secondary advising setting; and knowledge of student development, curriculum planning, and understanding the wide range of SMCC students' needs, and ability to relate to a diverse student body.

**APPLICATION PROCEDURE:** Review of applicants will begin **Wednesday, October 7<sup>th</sup>, 2020** and will continue until the position is filled. Applicants should submit a cover letter, resume and a list of three professional references to [HR@smccME.edu](mailto:HR@smccME.edu) or mail to: **Southern Maine Community College, HR Office, 2 Fort Road, South Portland, ME 04106**