



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

FUNDING: Position is funded through July 2025 by two TRIO Student Success Services grants 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.

JOB DESCRIPTION: The TRIO SSS 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 low-income, first generation students and students with disabilities who are actively participating in one of two federally funded TRIO programs. 30% of the position will be based in the TRIO SSS/Regular Project and 70% in the SSS/Special Population for students with disabilities, including but not limited to mental health disabilities, learning disabilities, ADHD or on the autism spectrum. This position provides direct services to students through the provision of guidance and mentoring to optimize student success. Specific responsibilities include assisting participants with academic advising, financial literacy, career planning, transfer college admissions process 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 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 exploration, transfer guidance and financial literacy
- Knowledge of college application, financial aid and transfer processes
- Experience in event planning and programming

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 7th, 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 or mail to: **Southern Maine Community College, HR Office, 2 Fort Road, South Portland, ME 04106**

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