



TRIO Student Support Services Academic Advisor

Title of Position: TRIO Student Support Services Academic Advisor

Bargaining Unit/Anticipated Salary Range: MEA Administrator; Level III; \$42,000 - \$48,000

Responsibilities: The Advisor of TRIO Student Support Services (SSS) reports directly to the Director of the TRIO SSS program and is a member of the team responsible for providing TRIO Student Support Services to 150 eligible participants. The Advisor will work closely with students with particular focus on academic and transfer advising. The TRIO Advisor works with students to create schedules and academic success plans, assist with add/drop and course withdrawals, and to help students transition to a 4-year institution and/or a job after graduation at EMCC. The TRIO Advisor will also be responsible for the TRIO Peer Mentoring Program and oversee hiring, training, and supervising several TRIO peer mentors each semester. In addition, the Advisor will assist the Director in planning student workshops and cultural experiences. Finally, the TRIO Advisor will teach one section of First-Year Experience (FYE) to TRIO students as part of the Summer Success Academy.

Minimum Qualifications: Master's degree in education or a closely related field.

Preferred Knowledge, Skills and Abilities:

- Experience working with TRIO-eligible students (e.g. first-generation and students with disabilities)
- Effective advising experience in higher education & a passion for student-leader development
- Familiarity with Blumen
- Experience planning events and with student engagement
- Former TRIO participant desired

Benefits: Employer paid health, dental and life insurance for employee, Maine State Retirement or TIAA-CREF, and a generous paid time off package. Application Procedure: Email cover letter, resume, transcripts, and contact information for three professional references to resumes@emcc.edu. Application materials are due by October 21, 2021.

Institutional Summary: Eastern Maine Community College offers more than 30 traditional and technical programs. The college provides customized, short term, and specialized training courses for a wide variety of businesses, organizations, and the community. We award associates in applied science, associates in science, and associates in arts; certificates; diplomas; and awards of completion for customized, short-term programs and trainings. The 72-acre campus is located in Bangor, just a short drive from Maine's scenic coast and mountains.

EMCC is dedicated to providing all students with a balanced education focused on problem solving, decision making, communication, social understanding, computer applications, mathematics, and science. Our technology programs include concentrated studies in both technical theory and application in the area of specialization, and all of our programs require liberal arts courses to form the foundation for lifelong learning. Our programs and student support services are designed to develop leadership skills, personal responsibility, teamwork, and appreciation of global complexity.

Eastern Maine Community College is an equal opportunity/affirmative action institution and employer. For more information about this commitment, please call the Affirmative Action Officer at (207) 974-4633