

Hello TRIO Colleagues

Central Maine Community College is looking for two more team members to join our outstanding TRIO SSS programs located on Lake Auburn in Auburn, Maine.

Associate Director responsible for the development and implementation of holistic student support services that are outcome driven and primarily focused on retention, degree completion, university transfer and/or workforce readiness. The Associate Director assists the Director in managing daily operations and management of federal database systems for annual federal reporting. This position provides proactive academic, personal, financial coaching and mentoring to first generation, under-resourced, and students with disabilities, to achieve all federally mandated objectives that include good academic standing, persistence, graduation and transfer objectives. This position utilizes quantitative and qualitative data to make appropriate recommendations to the Director for the continual improvement of program services. **MINIMUM QUALIFICATIONS:** • Master's Degree in counseling, education or a related field or Bachelor's Degree in same with 3+ years of TRIO Student Support Services experience. • 3+ years of experience working in secondary or post-secondary environment. • Experience in developing and implementing academic support serviced to at-risk populations. • Demonstrated knowledge of student development, educational advising, college transition, learning styles strategies and the impact of culture on learning. • Working knowledge of student management data base systems, data collection, analysis and report writing.

TRIO Retention and Transfer Advisor. This grant-funded position is responsible for tracking student success and apprising the Director of student persistence concerns while recommending strategies for improvement. This position develops and delivers programs and services intended to improve retention and graduation rates. This position assists participants with academic advising, financial aid information and application completion, transfer college admission information and application completion. This position will have experience in data collection and data management as well as successful leadership experience in a student support environment. Qualified candidates will have demonstrated providing comparable services to at-risk populations. **MINIMUM QUALIFICATIONS:** • Master's Degree in counseling, education or a related field or Bachelor's Degree in same with 3+ years of TRIO Student Support Services experience. • 2+ years of experience working with low-income, first generation and/or disabled students. • 2+ years of experience working with people of diverse backgrounds. • Experience in academic support services and/or academic advising. • Experience working in a secondary or post-secondary environment. • Knowledge of college application, financial aid and transfer process. Continuation of this federally funded position is dependent upon renewal of funding. The grant is funded through 2025 with expectation of renewal

Preference will be given for both positions to applicants who have overcome and/or are familiar with educational issues facing low-income, first generation students and/or diverse populations. Continuation of this federally funded position is dependent upon renewal of funding. The grant is funded through 2025 with expectation of renewal. Proof of Covid-19 vaccination required prior to employment.

APPLICANT PROCESS: Consideration of applications will begin February 15, 2022, and continue until the position is filled. Please send a letter of application addressing the above, a current resume including names, addresses and telephone numbers of three references, and a completed CMCC employment application (available at www.cmcc.edu) to: Suzanna Gallant, Director of Human Resources Central

Maine Community College 1250 Turner Street Auburn, ME 04210 sgallant@cmcc.edu The Maine Community College System provides equal opportunity regardless of race, creed, color, national origin, religion, sex, sexual orientation, including gender identity or expression, age, genetic information or Vietnam era veteran. To enrich education through diversity, Central Maine Community College is an Equal Opportunity Affirmative Action Employer. For more information, please call (207) 755-5396

Application available here: [CMCC - Jobs at Central Maine Community College](#)