



TRIO Student Support Services Recruitment & Retention Specialist

Date Posted: November 18, 2022

Title of Position: TRIO Student Support Services Recruitment & Retention Specialist

Bargaining Unit/Anticipated Salary Range: MEA Administrator; Level III; \$40,785.97 - \$50,161.60

Responsibilities: This grant-funded position is an essential member of the team responsible for providing support services to 150 eligible TRIO participants each year. The primary responsibility involves coordinating the tutoring needs of all EMCC students—both in-person and virtually—with particular emphasis on TRIO students. This includes the hiring, training, supervision, payroll processing, and evaluation of tutors. The Recruitment & Retention Specialist will coordinate all tutoring appointments and oversee all tutoring records and data. Another core responsibility will be to assist the Director in filling the cohort by spearheading recruitment initiatives. This will include presenting to various classes, recruiting at Open Houses, and using data to identify students who are TRIO eligible. The Retention and Recruitment Specialist will then interview and onboard eligible participants. The Specialist will also work with the TRIO Academic Advisor to identify TRIO students in danger of falling below good academic standing and plan appropriate interventions to increase persistence. In addition, the TRIO Recruitment & Retention Specialist will oversee TRIO's Summer Success Academy (SSA), which is a 3-week academic intensive program for incoming TRIO students that provides both credit and non-credit courses in mathematics, college composition, and First-Year Experience (FYE). Key responsibilities for the SSA include collaborating with staff, conducting outreach to area high school students, planning events, and teaching during the academy. Note: This position is currently funded until Sept. 2025 with the expectation of refunding.

Minimum Qualifications: Bachelor's degree in education or a closely related field; Masters preferred

Preferred Knowledge, Skills and Abilities:

- Experience working with TRIO-eligible students (e.g., first-generation, income-eligible, and students with disabilities)
- Familiarity with Blumen and/or Student Information Systems
- Experience supervising tutors and/or working in a tutoring center
- Public speaking and event planning
- Familiarity with fundamentals of advising, financial aid, and/or the transfer process
- Former TRIO participant or similar background of participants desired

Benefits: 100% employer paid health, dental and life insurance for employee, Maine State Retirement or TIAA-CREF, as well as vacation, sick, and personal time.

Application Procedure: Email cover letter, resume, transcripts, and contact information for three professional references to resumes@emcc.edu. Application materials are due by December 5, 2022.

Note: Proof of up to date COVID-19 vaccination required prior to the first day of employment, subject to exemptions recognized by law.

Institutional Summary: Eastern Maine Community College offers more than 30 one- and two-year program options, as well as short term and specialized training and retraining courses for business, industry, and community. We award associate in applied science, associate in science, and associates in arts degrees; certificates; diplomas; and documents of completion for customized, short-term programs and course. The 72-acre campus is in Bangor, just a short drive from Maine's scenic coast and mountains.

Eastern Maine Community College is an Equal Opportunity employer. We celebrate diversity and are committed to creating an inclusive and non-discriminatory environment for all employees. We provide reasonable accommodations to qualified individuals with disabilities upon request. For more information, please contact (207) 974-4637.