**DATE:** April 2, 2015  

**POSITION TITLE:** TAACCCT 3 Project Coordinator, *Maine is IT!* Project  

**SALARY:** MEA Administrators Unit, Level IV  

**SUMMARY:** This temporary grant-funded position (through 9/30/2017) will coordinate the overall development and implementation of various goals and projects of the $13 million Trade Adjustment Assistance Community College and Career Training (TAACCCT) grant awarded to the MCCS and will report directly to the system-wide Grant Project Manager and will be responsible for the implementation of the project at CMCC. The purpose of this grant is to develop, expand, and improve the delivery of education and training programs in the discipline of Information Technology at the college and across a range of industries, known as "*Maine is IT!*" The position works collaboratively with college faculty to support the Associate Dean of Academic Affairs, and staff regarding the incorporation of Americans with Disabilities Act (ADA) and Section 504 and 508 of the Rehabilitation Act of 1973, as well as the Universal Design for Learning (UDL), and Web Content Accessibility Guidelines (WCAG) 2.0 in grant funded curricula.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include but are not limited to the following:

- Develops and implements the work plan for the Grant at the College in collaboration with faculty and staff, conduct training and review sessions to ensure compliance with all federal regulations and requirements. Collects data and prepares mandatory quarterly and annual reports based on that data to the U.S. Department of Labor.
- Plans and implements performance improvement initiatives based on implementation and progress data. Works collaboratively with the Student Navigator, and faculty and staff on the various goals and projects of the program.
- Determines how varied pedagogy, technology and multimedia resources can best meet the course goals and needs. Works with the College’s Disabilities Coordinator to facilitate guidance and trainings on the use of assistive technology to make necessary adaptations within curricula and content is working properly through compatibility testing of multiple operating systems, web browsers and multimedia plugins.
- Assist the Grant Project Manager with the collection of grant developed curricula and other data to forward to the third-party reviewer and to upload as Open Educational Resources to SkillsCommons.org.
- Attends monthly and quarterly meetings with the Community College Learning and Innovation Collaborative (CCLIC) to ensure adherence to the grant work plan.
- Prepares and presents regular project updates to ensure college leadership are fully informed of progress and challenges.

**MINIMUM QUALIFICATIONS:** Baccalaureate Degree, in project management or 5 years of related experience, knowledge of and proven experience in an educational environment and preferably in a community college setting. Direct knowledge of the Americans with Disabilities Act (ADA) and Section 504 and 508 of the Rehabilitation Act of 1973, as well as the Universal Design for Learning (UDL), and Web Content Accessibility Guidelines (WCAG) 2.0 and how...
they apply to post-secondary education. Experience with learning management systems, preferably e-Learning.

PREFERRED QUALIFICATIONS: Master’s Degree, experience in project management; instructional technology, curriculum development or related field 3-5 years’ experience in post-secondary disability services, education or related experience in these areas within MCCS.

TO APPLY: This position will remain open until filled, however, in order to receive full consideration, please send a completed CMCC employment application available at [www.cmcc.edu](http://www.cmcc.edu), a cover letter, a resume and provide three references by April 16, 2015 to:

Todd Crossley
Central Maine Community College
1250 Turner Street
Auburn, ME  04210
[tcrossley@cmcc.edu](mailto:tcrossley@cmcc.edu)

This position is paid for by a grant from the U.S. Department of Labor, Employment and Training Administration. Central Maine Community College is an equal opportunity/affirmative action institution and employer. Adaptive equipment is available upon request. For more information, please call (207) 755-5233.