



**Position Vacancy Announcement
TRIO Retention and Transfer Specialist**

Date: August 19, 2019

Title of Position: TRIO Retention and Transfer Specialist

Bargaining Unit / Salary Range: Salary and Benefits commensurate with the Agreement between the MCCS Trustees and the MEA Administrators Unit, Level III.

Opening: TRIO Academic and Transfer Specialist

CMCC seeks a full-time TRIO Academic and Transfer Specialist for its Student Support Services program. This grant-funded position is responsible for tracking student success and apprising the Director of student persistence concerns and recommending strategies. The TRIO Academic and Transfer Specialist 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. The TRIO Academic and Transfer Specialist 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 experience providing comparable services to “at-risk” populations. Preference will be given to applicants who have overcome and/or are familiar with educational issues facing low-income, first generation students and/or diverse populations.

Required Qualifications

- Master’s Degree in counseling, social work, education, or a related field; or currently matriculated in a master’s degree program and within 15 credits of degree completion
- Minimum of two years of training or successful experience working with low-income, first-generation, and/or disabled students
- Experience working with people from a variety of diverse backgrounds
- Experience in academic support activities and academic advising
- Knowledge of and experience with software programs
- Direct student service experience working in a post-secondary or secondary environment
- Knowledge of college application, financial aid, and transfer processes

Continuation of the federally funded position is dependent upon renewal of funding. The application process continues until the position is filled. Interested applicants should a letter of application and resume as well as **completed CMCC employment application** to:

Todd Crossley - tcrossley@cmcc.edu (207) 755-5434
Central Maine Community College
1250 Turner Street
Auburn, ME 04210

To enrich education through diversity, Central Maine Community College is an equal opportunity/affirmative action institution. For more information, please call (207)755-5233.