



**Position Vacancy Announcement
Associate Director of TRIO**

Date: 9/16/2020

Title of Position: Associate Director of TRIO

Bargaining Unit / Salary Range: Salary and Benefits commensurate with the Agreement between the MCCS Trustees and the MEA Administrators Unit / Pending Classification.

Opening: Associate Director of TRIO

CMCC seeks a full-time Associate Director for its TRiO Student Support Services program. This grant-funded position is 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 data base 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. The Associate Director utilizes quantitative and qualitative data to make appropriate recommendations to the Director for the continual improvement of program services.

Preference will be given to qualified candidates who have overcome educational issues facing low-income, first generation students and/or diverse populations. Please address in your cover letter.

Minimum Qualifications

- Master's Degree in counseling, education, or a related field
- Minimum of three year's experience in a post-secondary environment
- Experience in developing and implementing academic support services to "at-risk" populations
- Knowledge of student development, educational advising, college transition, learning styles and strategies, and the impact of culture on learning
- Working knowledge of student management database systems, data collection, analysis, and report writing

Continuation of this federally funded position is dependent upon renewal of funding. The grant is funded through 2025 with expectation of renewal. The application process continues until the position is filled but to receive full consideration, please apply by 9/29/2020. Interested applicants should send a cover letter, 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.*