



## Position Vacancy Announcement

### TRIO Tutor Coordinator (Part-Time Position)

**Date: September 3, 2020**

**Title of Position: TRIO Tutor Coordinator**

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

CMCC seeks a part-time Tutor Coordinator for its TRIO Student Support Services program. This five-year TRIO STEM grant-funded position is responsible for coordinating and evaluating the operation and tutoring staff of the TRIO program; recruits, hires, trains, and evaluates tutors; develops training materials and delivers tutor training; works closely with TRIO staff and College faculty for recruitment; develops programs and activities to promote and publicize tutoring services to TRIO students; creates academic support and tutoring programs and services for TRIO students. Preference given to applicants who are familiar with educational issues facing low-income, first generation students and/or diverse populations.

#### Minimum Qualifications

- Bachelor's degree in education or a related field
- Direct student service experience tutoring and/or supervising multiple tutors/mentors in a post-secondary or secondary environment
- Ability to work with underprepared and at-risk students
- Experience with a student information system and software programs

Continuation of the federally funded position is dependent upon renewal of funding. Consideration of applications will begin on September 17, 2020 and the process continues until the position is filled. Interested applicants should send resume, cover letter, as well as **completed CMCC employment application** (<https://www.cmcc.edu/discover-cmcc/overview/jobs-at-cmcc/>) to:

Todd Crossley - [tcrossley@cmcc.edu](mailto:tcrossley@cmcc.edu) (207) 755-5434

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*To enrich education through diversity, Central Maine Community College is an equal opportunity/affirmative action institution. For more information, please call (207)755-5396.*