



DATE: November 30, 2021

TITLE OF POSITION: Workforce Development Student Navigator

SALARY: Consistent with Maine Community College System and the Maine Education Association Administrator's Unit Salary Schedule Level 3. This position is budgeted at \$47,271.80.

RESPONSIBILITIES: Reporting to the Dean of Workforce Development, the Workforce Development Student Navigator is responsible for onboarding, supporting and retaining students in workforce training programs. This position will develop and implement proactive student support and retention strategies designed to help workforce students persist toward their career and academic goals. This position works closely with other college offices as well as career centers, community support organizations and local businesses. This position is anticipated to be a 2-year, full-time, grant funded position. Proof of Covid-19 vaccination will be required prior to the first day of employment.

MINIMUM QUALIFICATIONS:

- Baccalaureate Degree in business or related field.
- 2+ years of experience working in higher education.
- Experience in student advising and/or career readiness and job placement.
- Experience in program management.

PREFERRED QUALIFICATIONS:

- Master's Degree in a related field.
- 4+ years of experience working in higher education.

APPLICANT PROCESS: Consideration of applications will begin December 15, 2021, and continue until the position is filled. Please send a letter of application addressing the above, a current resume including names, addresses and telephone numbers of three references, and a completed CMCC employment application (available at www.cmcc.edu) to:

Suzanna Gallant, Director of Human Resources
Central Maine Community College
1250 Turner Street
Auburn, ME 04210
sgallant@cmcc.edu

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