



Date: July 15, 2022

Title of Position: Early College Coordinator

Bargaining Unit / Salary Range: Salary and Benefits commensurate with the Agreement between the MCCS Trustees and the MEA Admin Unit as a Level 3. Salary is in high- 40's to low- 50's, dependent upon experience.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, however, other duties may be assigned.

- Primary point of contact for high school and CTE staff, and early college students enrolling in concurrent or dual enrollment courses/programs
- Provide administrative support for CTE/HS staff in the form of registration, grade submission, and other necessary tasks
- Provide guidance for early college students through the registration process and consistent follow-up during the time of early college enrollment
- Provide guidance for the transition from early college student to matriculation
- Must be available for travel throughout New England, as needed.

MINIMUM QUALIFICATIONS:

- Valid State of Maine Driver's License and own transportation
- Baccalaureate Degree in Education, Counseling or related field
- 2+ years of experience in admissions or other student services area
- Demonstrated ability to communicate effectively before large and small groups
- Demonstrated knowledge of a wide variety of career fields, job trends and opportunities
- Computer Skills
- Proof of up-to-date COVID-19 vaccination required prior to the first day of employment, subject to exemptions recognized by law

PREFERRED QUALIFICATIONS:

- Master's Degree
- Experience in Teaching, Counseling
- Experience in higher education

APPLICATION PROCESS: Consideration of applications will begin July 30th, 2022, 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:

Human Resources Department
Central Maine Community College
1250 Turner Street
Auburn, ME 04210
jobs@cmcc.edu

Central Maine Community College is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive and non-discriminatory environment for all employees. We provide reasonable accommodations to qualified individuals with disabilities upon request. For more information, please contact (207) 755-5396.