



CTE College & Career Coach

Date: August 31, 2022

Title of Position: CTE College & Career Coach

Bargaining Unit/Salary Range: Level 3 MEA Administrators Unit with a salary of \$50,161.60 This is a one-year grant funded position.

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

The CTE College & Career Coach will communicate with and travel to designated Career & Technical Education Centers (CTEs) in the college's region to provide group and individualized support for college and career exploration and access. They will work collaboratively and intentionally with each CTE to target efforts and resources to the students who most need additional college and career supports. This position will support the CTE students with career exploration, college and career planning, dual enrollment course selection and navigation, college exploration and application, Embark scholarships, and workforce options. Proof of Covid-19 vaccination will be required prior to first day of employment.

REQUIRED QUALIFICATIONS:

- Bachelors Degree and 2-4 years of experience in secondary education, higher education, or college access; or Associates Degree and 4-7 years of experience in higher education;
- Knowledge of and experience in student advising and/or career readiness and job placement, educational environment and school/college culture and adolescent development
- Excellent written and oral communication skills
- Strong interpersonal, group facilitation and problem-solving skills
- Computer skills

PREFERRED QUALIFICATIONS:

- Master's degree
- Experience in teaching/school administration/guidance or career and technical education

APPLICANT PROCESS: Consideration of applications will begin September 15, 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:

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

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