



**NORTHERN MAINE COMMUNITY COLLEGE
POSITION VACANCY ANNOUNCEMENT**

DATE: February 9, 2018

TITLE OF POSITION: Business & Industry Coordinator

BARGAINING UNIT/SALARY RANGE: MEA Administrators Unit, Level III

RESPONSIBILITIES: This position is responsible for the coordination and management of all aspects of customized contract training for the College. This is a complex, highly responsible position that involves assisting in the design and coordination of training and educational opportunities for business and industry in Aroostook County. The position will assist in developing and maintaining working relationships with area businesses, conducting marketing through outreach to the business and industry community, managing training program budgets, developing training proposals, scheduling training programs, maintaining statistical and financial information for reporting, completing student registrations, and managing record keeping systems for training activities.

MINIMUM QUALIFICATIONS: Bachelor's degree required. Master's Degree in business or education preferred.

KNOWLEDGE, SKILLS AND ABILITIES: This position requires experience in and understanding of training needs of business and industry as well as extensive knowledge of and/or experience in economic development. Should demonstrate a knowledge of Maine's current economic issues and human resource development issues, especially in an industry setting. The position requires excellent organizational and communication skills, management skills, financial management expertise, curriculum development expertise, knowledge of evaluation techniques, and experience with specialized computer programs.

BENEFITS: Employer paid health, dental, and life insurance for employee (spouse, domestic partner, dependent coverage also available), choice between Maine Public Employees Retirement (MPERS) and TIAA-CREF in lieu of social security, generous vacation and sick time allowances, 12 paid holidays, professional development, and free tuition within the MCCC.

APPLICATION PROCEDURE: Review of applications will begin immediately and continue until the position is filled. Interested applicants should submit a cover letter, resume, NMCC employment application, transcripts and names of three professional references to nbhummel@nmcc.edu or mail to:

Beth Hummel
Human Resources
Northern Maine Community College
33 Edgemont Drive
Presque Isle, ME 04769

Northern Maine Community College is an equal opportunity/affirmative action institution and employer. For more information about this commitment, please call the Affirmative Action Officer at 768-2791.