



**NORTHERN MAINE COMMUNITY COLLEGE
POSITION VACANCY ANNOUNCEMENT**

DATE: October 17, 2019

TITLE OF POSITION: On Course for College Coordinator

BARGAINING UNIT/SALARY RANGE: MEA Administrators Unit, Level IV
Full Time, Perkins Grant Funded

RESPONSIBILITIES: This position is responsible for the administration, implementation and delivery of all NMCC programs under the umbrella of On-Course for College, current and future. Current programs include: Perkins grant (dual credit, articulated credit); Maine high school Aspirations; and MCCS high school Aspirations programs. The Coordinator is responsible for applicable grant writing, administration and related reporting. Serves as the primary contact between the College and high school partners and is responsible for developing and maintaining positive relationships.

MINIMUM QUALIFICATIONS: Bachelor of Science degree or equivalent. Prior teaching or administrative experience in high school or college setting. Master's degree or higher preferred with working knowledge of computer databases and related software packages.

KNOWLEDGE, SKILLS AND ABILITIES: Curriculum development, grant writing success, leadership skills, group facilitation, project management skills, oral and written communication skills, public speaking, planning and budgeting, and knowledge of Jenzabar EX software system.

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 MCCS. This position is funded, in part, by a US Department of Education grant (Perkins) and continuation of position may be contingent on this funding.

APPLICATION PROCEDURE: Review of applications will begin immediately and continue until position is filled. Interested applicants should submit a cover letter, resume, NMCC employment application, transcripts and names of three professional references by **November 1, 2019** 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.