



Director of TRIO Student Support Services Program

Full time, Grant funded

The College is seeking a highly talented professional with a strong work ethic to direct its TRIO Student Support Services Program (SSS). This position is a full-time, grant funded Director position and is responsible for program operations and accountability, including providing vision and leadership for the program, supervision and evaluation of staff, budget management, development of grant reports and proposals, maintaining compliance with all federal guidelines, adhering to deadlines, recruitment of eligible students, tracking and reporting student progress and performance, working collaboratively with the college community to identify and assist students in need of program services, and provide direct services to students. This position is located within the Teaching and Learning Center for Excellence and collaborates with other departments to serve all students accessing the center.

Salary Range: Full-time, grant funded, MEA Administrators Unit/salary commensurate with credentials and experience \$49,046 to 63,995 **Benefits:** 100% employer paid health for employees, dental & life insurance for employees, Maine State or TIAA CREF Retirement, vacation/personal/sick time allowances, professional development, and free tuition within the MCCC.

Qualifications: A Master's Degree is required in Education, Counseling, Psychology, Special Education, or closely related field. The ideal candidate will show evidence of strong organizational and recordkeeping skills, substantial counseling background, team building and management, and proven ability to work with economically disadvantaged and under-resourced students in a postsecondary setting. Excellent communication skills, the ability to utilize technology, and work collaboratively with faculty and staff are required. Preference will be granted to individuals from the target populations served by the grant. Proof of up-to-date Covid-19 vaccination required prior to the first day of employment, subject to exemptions recognized by law.

TRIO SSS is a federally funded retention, graduation, and transfer program that aims to support the learning needs of low-income students, first-generation students, and students with a documented disability. Preference will be given to applicants with a background similar to that of SSS participants. This grant program runs on a 5-year grant cycle and is currently in its second year of the current cycle. WCCC has successfully been awarded the TRIO SSS grant continuously since 2001. The Director will be instrumental in writing the next five-year grant.

Application Process: Interested candidates should submit a cover letter, resume, unofficial transcripts, list three professional references (letters accepted) to resume@wccc.me.edu or mail to Robyn Leighton, Human Resource Coordinator, Washington County Community College, One College Drive, Calais, ME 04619. Attn: Director of TRIO, by close of business Friday, July 29, 2022.

WCCC 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) 454-1000. Posted 7/8/22