



# Maine Community College System

## ACADEMIC PROGRAM COORDINATOR

The Maine Community College System (MCCS) is seeking an Academic Program Coordinator. This position is responsible for maintaining technical knowledge of and compliance with the requirements of the Perkins Act, reporting system data required by the U.S. Department of Education related to the Act, and serving as the primary point of contact for the Maine Department of Education and MCCS on Perkins-related issues. This position also provides direct support to state-wide, system-level academic programming and institutional research activities as needed.

The position will be based in South Portland with statewide travel.

A Bachelor's degree and 2-4 years of experience in non-profit grants management. A Bachelor's degree and 5 years of recent experience in a community college, including grant/office management and/or institutional research desirable.

Competitive compensation and benefits package. Please submit a cover letter, resume and three references by the close of business on July 24, 2019 to:

**Academic Program Coordinator Search**  
**Maine Community College System**  
**323 State Street**  
**Augusta, Maine 04330**  
Or email [hr@mccs.me.edu](mailto:hr@mccs.me.edu)

Search will remain open until the position is filled.

*The Maine Community College System is an equal opportunity/affirmative action institution and employer. For more information about that commitment, please call the Affirmation Action Officer at 207-767-0116.*