



OFFICE OF THE PRESIDENT

323 State Street, Augusta, ME 04330-7131
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Administrative Coordinator

The Maine Community College System (System) is seeking a full-time Administrative Coordinator. The primary function of this position is to provide advanced and very complex administrative and project management support to the Harold Alfond Center for the Advancement of Maine's Workforce (the Center). This position will provide support to the Director of Statewide Workforce Advancement and Initiatives, the Deputy Executive Director of Workforce Training, and workforce deans/directors throughout seven community colleges and other members of the workforce training department. This position will collect learner training and course data, enter learner data into a records management system and maintain the accuracy and security of all learner and training data. This position is grant funded through December 30, 2025.

MINIMUM QUALIFICATIONS: Associates degree in Business, Secretarial Science or Data Management required. Four years of complex administrative experience in a professional/higher education/economic development setting and project management skills required.

KNOWLEDGE, SKILLS, AND ABILITIES (*include but not limited to the following*): Dynamic, engaging, and thoughtful style. Exceptional use of judgement and prioritization on the extensive workforce training projects within the Harold Alfond Center. Ability to meet various deadlines and organize and prioritize the support to Workforce Training management and staff. Attention to detail essential.

MCCS offers a full suite of benefits including health, dental, vision and life insurance, retirement savings, paid holidays, vacation, and sick time.

To apply, please submit a cover letter, a current resume, names, and contact information for three references, and a completed MCCS employment application (available at www.mccs.me.edu) by the close of business on **August 5, 2022** to:

Administrative Coordinator Search
Maine Community College System
323 State Street
Augusta, Maine 04330 or email hr@mccs.me.edu.

Search will remain open until position is filled.

Proof of up-to-date Covid-19 vaccination required prior to the first day of employment, subject to exemptions recognized by law.

MCCS 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 the MCCS Affirmative Action Office at 629-4000.