



OFFICE OF THE PRESIDENT  
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## College Access Advisor

The Maine Community College System (MCCS) is seeking a full-time College Access Advisor (Advisor) based at Southern Maine Community College (SMCC) in South Portland. This position is responsible for committing to the student-centered mission of Embark and help students navigate their post-secondary options. The Advisor communicates with and travels to selected high schools and CTEs in the SMCC region to provide group and individualized support for college and career access. The Advisor supports the secondary schools by working with Embark scholarship applicants, early college students, and college & career bound students to provide more equitable access to community college opportunities. Finally, the Advisor plans, organizes, and administers Embark in the SMCC region to ensure program integrity as an educational partnership between the secondary schools and SMCC.

The required minimum qualifications include a Baccalaureate Degree and 1-2 years previous teaching/advising experience at either the college or high school level; or Associates Degree and 2-4 years of experience in higher education, knowledge of and experience in student advising and/or career readiness and job placement. Relative work experience may be considered in lieu of education on a year-for-year basis. Master's Degree; experience in teaching/school administration/guidance; experience in program management preferred.

The College Access Advisor position is pending salary classification within the MEA Administrators Unit. MCCS offers a full suite of employee benefits including health, dental, vision and life insurance, retirement savings, flexible savings accounts, employee assistance program, tuition waivers, 529 education plan MCCS matching grant and 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](http://www.mccs.me.edu)) by the close of business on **December 6, 2022**, to:

College Access Advisor 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 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.*

Date Posted: November 21, 2022