



OFFICE OF THE PRESIDENT  
323 State Street, Augusta, ME 04330-7131  
(207) 629-4000 | Fax (207) 629-4048 | [mccs.me.edu](http://mccs.me.edu)

## Senior Administrative Officer

The Maine Community College System (MCCS) is seeking a Senior Administrative Officer. This full-time position is responsible for financial management and overall maintenance and reporting for Workforce Development (WFD) projects. Works directly with the Chief Financial Officer, Chief Workforce Development Officer, Director of Statewide Workforce Advancement and Initiatives, system office and college finance departments. Communication with campuses on status of projects and requests. Provides support to MCCS and colleges regarding responsibilities of Harold Alfond Foundation (HAF) 2 grant and State and Local Fiscal Recovery Funds (SLFRF) projects.

The minimum qualifications include a Bachelor's Degree in related field (business, accounting, data management) and 2-4 years working in program management and/or grant management. Experience working in a public higher education setting preferred.

Required knowledge, skills and abilities include, but not limited to:

- Ability to analyze and interpret federal and state regulatory guidelines and regulations
- Ability to communicate effectively
- Excellent organizational and interpersonal skills

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 **April 12, 2022**, to:

Senior Administrative Officer 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. This is a grant funded position through December 31, 2026.

*The Maine Community College System requires COVID-19 vaccination(s) consistent with the requirements of reasonable accommodation.*

*MCCS is an equal opportunity/affirmative action institution and employer. For more information about that commitment, please call the MCCS Affirmative Action Office, 629-4000.*