



Director of TRIO Student Support Services Program

The College is seeking a highly talented professional with a strong work ethic to direct its TRIO Student Support Services Program (SSS). TRIO is a federally funded retention, graduation, and transfer program that aims to support learning needs of students including those representing low-income, disabled, and first-generation populations. The TRIO SSS Grant is a five year grant. Currently, the grant is in year two (2) of the five (5) year cycle, FY2017 \$252,017. This full-time Director position 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.

Qualifications: A Master's Degree is required in Education, Counseling, Psychology, Business Management, Special Education or closely related field. A Baccalaureate Degree with at least half of requirements of appropriate Master's Degree completed may be considered with an understanding that the right candidate will complete the Master's Degree in a negotiated timeframe. 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.

Salary Range: Full-time, grant funded, MEA Administrators Unit/salary commensurate with credentials and experience \$47,608.04 - \$60,117.69. **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 MCCS.

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 committee, by close of business Friday, April 21, 2017. *WCCC is an EO/AA Employer*