Student Navigator: Navigating Success

Temporary Grant-Funded

General Position Description: This position is designed to ensure the planning, organization, and administration of focused academic and student support services for late accepted students entering the college. The position works closely with and supports faculty advisors. Student Navigators will test and refine student support services designed to help eligible students persist in the program of study and may support outreach to this cohort by other college offices such as admissions, career planning and transfer. This position is paid for by a grant from the John T. Gorman Foundation through July 2016 to June 2019.

Benefits & Salary: 100% employer paid health, dental and life insurance for employees (spouse/domestic partner/dependent coverage also available), vision insurance, choice of Maine Public Employees Retirement System or TIAA CREF in lieu of social security, generous vacation/personal/sick time allowances, 12 paid holidays, professional development, and free tuition within the MCCS for employees, spouse and/or dependents. **Salary**: ($39,589 - $50,150) salary commensurate with education and experience.

Minimum Qualifications: Bachelor's degree and 2-4 years of related experience (preferably in a community college), knowledge of and proven experience in an educational environment, preferably student advising and experience with academic learning communities and preferably in a community college setting. **Desirable:** Master's degree, experience in program management, program evaluation and improvement projects.

Knowledge, Skills and Abilities Required: Excellent oral and written communication skills, solid knowledge of the mission of the Maine Community College System and its student population. Strong interpersonal, group facilitation and problem solving skills. Proficiency in MS Office (essential) and Jenzabar EX (useful). Ability to work effectively with data and ensure its integrity.

Application Deadline/Process: Interested applicants should submit a cover letter, resume, unofficial transcripts and a list of three professional references to resume@wccc.me.edu or Robyn Leighton, Human Resource by Monday, July 18, 2016 WCCC is an EO/AA Employer.