TAACCCT Project Coordinator
Part-time, grant funded position until March 2017

General Position Information: The Project Coordinator will coordinate the overall development and implementation of various goals and projects of the Trade Adjustment Assistance Community College and Career Training Grant awarded to the Maine Community College System. The Project Coordinator will be responsible for the implementation of Computer Technology education at WCCC. The purpose of this grant is to develop, expand, and improve the delivery of education and training programs in the discipline of Information Technology at the college and across a range of industries. Known as the "Maine is IT!" grant coordinator, this position will report to the Dean of Academic Affairs, but will work in close collaboration and provide guidance to faculty and staff at the College, the project coordinators at the other seven community colleges.

Compensation Prorated/Bargaining Unit: ($23,110 to $25,253), salary commensurate depending on education and experience.

Prorated Benefits: health, dental and life insurance for employee, Maine State Retirement or TIAA-CREF, and sick time

Minimum Qualifications: Bachelor's degree with five years of relevant experience required, Master's degree preferred. Experience in federal grants management; strong skills in project management, quantitative and analytical skills; experience using data to inform decision-making leading to improvements in a higher education or related setting; ability to work collaboratively with teams and work independently, strong interpersonal and organizational skills; high level skill in oral and written communication essential.

Application Process: Please submit a cover letter, resume, unofficial transcripts and list three professional references by Friday, April 17, 2015, to Robyn Leighton, Payroll & Personnel Coordinator; Washington County Community College; One College Drive, Calais, ME 04619. WCCC is an EO/AA Employer