



## CDL Program Coordinator & Instructor

**Title of Position:** CDL Program Coordinator & Instructor

**Bargaining Unit/Anticipated Salary Range:** MEA Administrator; Level 4; \$47,608.04 - \$58,551.88

**Responsibilities:** Eastern Maine Community College is seeking a full-time CDL Program Coordinator & Instructor. This position will be responsible for the development and oversight of the community colleges' newly created CDL program and will work closely with EMCC administrators. The Coordinator will be required to travel and work within the Eastern Maine, Central Maine, Washington County, and Kennebec Valley Community College regions. Successful applicants will demonstrate an understanding of state licensing and have strong connections in CDL training. The Coordinator will lead the development of the CDL program and will be expected to effectively manage the programs' budget, enrollment and completion rates. The Coordinator will also help identify and participate in the hiring of instructors for the program. Applicants with an understanding of workforce development and industry trends favored.

**Minimum Qualifications:** Class A driver education instructor license and/or Class A commercial vehicle endorsement, and two years of experience as a CDL instructor. High School diploma or equivalent. Six years' experience as licensed driver and valid driver's license.

**Preferred Knowledge, Skills and Abilities:** Five years of experience as a CDL instructor. Strong connection to the CDL teaching field and employers of licensed CDL drivers. Workforce development experience. Budget and financial understanding. Strong communication and people skills. Project management experience. Applicants with an understanding of workforce development and industry trends favored.

**Benefits:** 100% employer paid employer paid health, dental and life insurance for employee, Maine State Retirement or TIAA-CREF, and sick time.

**Application Procedure/Deadline:** Email cover letter, resume, proof of Class A license, and contact information for three professional references to [resumes@emcc.edu](mailto:resumes@emcc.edu). Deadline for submission is May 25, 2018.

**Institutional Summary:** Eastern Maine Community College offers more than 30 traditional and technical programs. The college provides customized, short term, and specialized training courses for a wide variety of businesses, organizations, and the community. We award associates in applied science, associates in science, and associates in arts; certificates; diplomas; and awards of completion for customized, short-term programs, and trainings. The 72-acre campus is located in Bangor, just a short drive from Maine's scenic coast and mountains.

EMCC is dedicated to providing all students with a balanced education focused on problem solving, decision making, communication, social understanding, computer applications, mathematics, and science. Our technology programs include concentrated studies in both technical theory and application in the area of specialization, and all of our programs require liberal arts courses to form the foundation for lifelong learning. Our programs and student support services are designed to develop leadership skills, personal responsibility, teamwork, and appreciation of global complexity.

**Eastern Maine Community College is an equal opportunity/affirmative action institution and employer. For more information about this commitment, please call the Affirmative Action Officer at (207) 974-4633**