**Title of Position:**  Workforce Development Student Navigator

**Bargaining Unit/Anticipated Salary Range:**  MEA Administrator; Level 4; $47,608.04 - $62,117.69

**Responsibilities:**  This position is responsible for onboarding, supporting, and retaining students in workforce training programs. The position will conduct proactive outreach, training progress review and administer academic and student support services. The Workforce Development Student Navigator will develop and implement student retention strategies designed to help workforce students persist toward their career and academic goals. Additionally, the Workforce Student Navigator will assist in career readiness and job placement. This position works closely with other college offices as well as career centers, community support organizations, and local businesses. This is a 2 ½ year grant funded position that will be funded from January of 2022 through June of 2024.

**Minimum Qualifications:** Baccalaureate degree, two years of experience in higher education, knowledge of and experience in student advising and/or career readiness and job placement. Excellent interpersonal and organizational skills required. Master’s degree, 4 years of recent experience in community college workforce and/or student advising, knowledge of best practices in student retention supports preferred.

**Preferred Knowledge, Skills and Abilities:** 2-4 years of related experience, preferably in a community college or career placement setting. Excellent written and oral communication skills. Strong interpersonal, relationship-building, group facilitation and problem-solving skills. Knowledge of and proven experience with educational environment, college, and business cultures, and/or adult education. Superior problem-solving, time management and organizational skills. Solutions oriented with strong follow-up ability. Positive attitude and strong work ethic in a diverse educational community setting. Ability to adapt to changing assignments and multiple priorities. Computer skills to include Microsoft Office Suite, electronic communications and social media are essential and would ideally include J1 experience. Ability to work effectively with data and ensure its integrity. Experience in program management.

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

**Application Procedure/Deadline:**  Email cover letter, resume, transcripts, and contact information for three professional references to resumes@emcc.edu. Position will remain open until filled.

**Note:** Eastern Maine Community College requires proof of COVID-19 vaccination upon hire or participation in regular testing in lieu of proof of vaccination.

**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; 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**