



POSITION ANNOUNCEMENT

DATE: July 20, 2017

POSITION TITLE: Administrative Coordinator

INSTITUTION: Kennebec Valley Community College (KVCC) is a 2-year comprehensive community college in the center of Maine serving approximately 2400 students from Somerset, Kennebec, and Knox counties and well beyond. In 2014, KVCC expanded its Fairfield-based operation to include a new 600-acre Harold Alfond Campus in Hinckley, Maine. Over the past three years, KVCC has invested nearly \$30 million in college programs, infrastructure, and buildings including construction of the new KVCC Center for Science and Agricultural Education, the 120-acre organic farm at KVCC (including education facility, vegetable processing center, equipment, implements, systems, soils, livestock, greenhouses, shelters, fields), a new state-of-the-art culinary arts facility and demonstration kitchen, the largest carpentry lab in the northeast, an indoor electrical lineworker training facility, two medical simulation labs, an early childhood outdoor family education lab, a CNC machine tool lab, a welding lab, and many other important updates including a vast overhaul of IT equipment, software, and computers. KVCC's new Alfond Campus and the revitalized Fairfield campus offer an unparalleled environment for inspiring new academic energy and innovative thinking. KVCC is a collegial environment emphasizing student success and respect for employees, students, and the community.

SALARY: Salary and benefits commensurate with the Agreement between the Maine Community College System and the MSEA Support Services Bargaining Unit. Range 16, Hourly Range \$15.90 - \$17.73. Benefits include: Retirement in the Maine Public Employees Retirement System (MainePERS) - in lieu of Social Security; full employee health/dental insurance and approximately 60% of cost for dependent coverage; life insurance paid by the MCCS; Vacation 12 days/year; Sick 12 days/year; and 12 paid holidays.

QUALIFICATIONS: Bachelor's Degree or equivalent work experience may be substituted for education on a year-to-year basis. Two-years of administrative coordinator experience; excellent computer, communication and customer service skills.

RESPONSIBILITIES: The Administrative Coordinator will provide support to the Dean and Director in the Workforce Training and Professional Development office. The position will support programs by assisting in the recruitment of faculty for all non-credit training; create and set up courses, course codes, register and accept payments from students; procure class materials and faculty contracts; market the courses on the website, social media; creates and distributes print materials; assist with set up and support at trade shows, job fairs and other public events; maintains the records for the department including rosters, course descriptions, and data collection; coordinate career advising classes and post jobs for local businesses on the KVCC website and help match students with local businesses. There will be occasional need for night and weekend work required for classes and/or tradeshow.

APPLICATION PROCEDURE: Initial review of applications will begin immediately and will continue until the position is filled. **Submit the following: cover letter, resume, official transcript of highest degree earned, and the KVCC Application for Employment** (visit: <http://www.kvcc.me.edu/employment> and download form) to:

mbrennan@kvcc.me.edu
Monica L. Brennan

*Kennebec Valley Community College is an equal opportunity affirmative action institution and employer.
For more information, please contact the Affirmative Action Officer at 453-5000.*

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