



POSITION ANNOUNCEMENT

DATE: January 25, 2012

POSITION TITLE: Director of Advising, Career, & Transfer (Full-time 12-months)

SALARY: Salary and benefits commensurate with the Agreement between the Maine Community College System and the MEA Administrators Unit. Level III (\$35,505.71 to \$46,326.91)

QUALIFICATIONS: The successful applicant will hold a minimum of a Master's degree in Education or a related field and possess a minimum of 3 to 5 years of experience working with students in secondary and/or postsecondary education. Experiences should include direct student support services. Career Development Facilitator credential is desired. Strong written, oral, and organizational skills are essential.

RESPONSIBILITIES: The position is responsible for planning, implementing and coordinating a number of essential student services including advising services, registration process of new and continuing students, career & transfer counseling.

APPLICATION

PROCEDURE: Initial review of applications will begin immediately and will continue until the position is filled. Please send cover letter, resume, transcript and three (3) letters of recommendation to:

Rochaline Gertloff
Human Resource & Payroll Technician
Kennebec Valley Community College
92 Western Avenue
Fairfield, ME 04937-1367

KVCC is an equal opportunity/affirmative action institution and employer. For more information, please call 453-5000.

