



#### OFFICE OF THE PRESIDENT

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## Senior Payroll and Classification Administrator

The Maine Community College System (MCCS) is looking for a full-time Senior Payroll and Classification Administrator. This position is responsible for payroll processing for all System Office and Foundation employees. The position provides guidance and support to the seven community college payroll departments on day-to-day payroll operations and reviews payroll errors and provides oversight and direct intervention in error resolution. This position is also responsible for the planning and managing of job descriptions for all new and existing positions within the MSEA Support and Supervisory bargaining units as well as the MEA Administrators Bargaining Unit. The position reports to and works closely with the Director of Employee Relations on issues relating to the System's collective bargaining agreements.

The position is a level 5 Confidential position. MCCS offers a full suite of employee benefits including health, dental, vision and life insurance, retirement savings, flexible savings accounts, employee assistance program, tuition waivers, 529 education plan MCCS matching grant and paid holidays, vacation, and sick time.

The required minimum qualifications include a bachelor's degree with a concentration in Business Administration, Accounting or related field with 5-7 years of relevant work experience. Experience in a public higher education institution and unionized environment preferred.

The required knowledge, skills, and abilities include, but are not limited to, the following:

- Payroll administration.
- Collective bargaining environment and human resources.
- Labor guidelines, payroll laws, and compliance guidelines.
- Problem-solving and analytical skills.
- Ability to communicate effectively both orally and in writing.
- Strong interpersonal skills.
- Proven organizational skills with strong attention to detail.
- Ability to handle a high volume of work and to do so while maintaining a high level of accuracy.
- Ability to multi-task and prioritize to meet critical deadlines.
- Ability to work independently and make independent decisions.
- Experience with report writing, the use of Excel, and payroll processing software.

For more information about this opportunity and others, please scan the QR code. To apply, please upload your cover letter, current resume/CV, including names and contact information for three professional references, and official transcripts when you complete the [online application](#). Search will remain open until the position is filled.



#### **Thinking about applying?**

*Research shows that people from historically excluded communities tend to apply to jobs only when they check every box in the posting. If you are currently reading this and hesitating to apply for that reason, we encourage you to go for it! Let us know how your lived experience and passion set you apart.*

*MCCS is an Equal Opportunity employer. We celebrate diversity and are committed to creating an inclusive and non-discriminatory environment for all employees. We provide reasonable accommodation to qualified individuals with disabilities upon request. For more information, please contact the MCCS Affirmative Action Office (207)629-4000. TTY Dial Maine Relay 711.*

Date Posted: December 19, 2025

Central Maine  
Community College  
Auburn  
[cmcc.edu](http://cmcc.edu)

Eastern Maine  
Community College  
Bangor  
[emcc.edu](http://emcc.edu)

Kennebec Valley  
Community College  
Fairfield/Hinckley  
[kvcc.me.edu](http://kvcc.me.edu)

Northern Maine  
Community College  
Presque Isle  
[nmcc.edu](http://nmcc.edu)

Southern Maine  
Community College  
South Portland/  
Brunswick  
[smccme.edu](http://smccme.edu)

Washington County  
Community College  
Calais  
[wccc.me.edu](http://wccc.me.edu)

York County  
Community College  
Wells  
[yccc.edu](http://yccc.edu)