



OFFICE OF THE PRESIDENT
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Employee Development Specialist Part-time Position Announcement

The Maine Community College System (MCCS) is seeking applicants for the position of Employee Development Specialist. This position is part time, 20 hours per week and provides comprehensive administrative and project support for employee development initiatives, with a focus on leadership development, professional learning, recruitment, and employee experience. The role coordinates programs, events, communications, and HR processes that strengthen organizational effectiveness, foster employee growth and belonging, and support the successful implementation of strategic initiatives across the Maine Community College System.

The Employee Development Specialist is a confidential position and is classified as a level 1. Dependent on experience and qualifications, the position expects to pay in the vicinity of \$30,000. 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 an associates degree and at least two years of related experience. Bachelors' degree preferred.

The preferred knowledge skills and abilities include:

- Strong organizational and leadership skills.
- Critical thinking and analytical skills.
- Effective communication and strong interpersonal skills with the ability to converse and connect with people at all levels of management and union representation.
- Proven experience with complex computer applications (e.g. MS-Office, HRIS, etc.)
- Ability to constantly prioritize and re-prioritize work assignments.
- Team-oriented personality, with the ability to also work independently.

For more information about this opportunity and others, please scan the QR code. 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.



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 at 207-629-4000. TTY Dial Maine Relay 711.

Date Posted: October 9, 2026