



OFFICE OF THE PRESIDENT

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Administrative Coordinator

The Maine Community College System (MCCS) is looking for a full-time Administrative Coordinator. The primary function of this position is to provide advanced and very complex administrative and project management support to the Harold Alfond Center for the Advancement of Maine's Workforce (the Center) and Deputy Executive Director of Workforce Training, Executive Director of Workforce Training, and workforce deans/directors at our seven community colleges and other members of the workforce training department. This position works very closely with the Deputy Executive Director of Workforce Training and the Executive Director of Workforce Training. Effectively, collect learner training and course data, enter learner data into a records management system and maintain the accuracy and security of all learner and training data that becomes housed at the Center. This position is grant funded through June 30, 2030.

The Administrative Coordinator is placed in the MSEA Support Unit, level 16. Depending on experience and qualifications the starting salary is expected to be in the vicinity of \$24.43/hour. 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 in Business, Secretarial Science, Data Management and 4 years of administrative experience in a professional/higher education/economic development setting and project management skills.

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

- Ability to meet various deadlines
- Ability to organize and prioritize daily work and projects
- Attention to detail critical
- Exceptional use of judgment
- Ability to communicate effectively verbally and in writing

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're 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: October 22, 2026