**University of Maine**

**Job Description**

**TITLE:** Director of MCEC Initiative

**DEPARTMENT:** Maine College of Engineering and Computing (MCEC)

**DATE:** March 2024

**REPORTS TO:** Dean of the Maine College of Engineering and Computing

**PURPOSE:** This position will coordinate all day-to-day activities related to the development of MCEC as an initiative within UMS TRANSFORMS. These activities include monitoring the progress on the HAF milestones; coordinating the activities of the UMS Council, the External Advisory Board, and the Student Advisory Board; connecting with internal and external constituencies; writing reports and presentations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

* Works closely with the MCEC Dean to plan, develop and oversee programs and initiatives that will advance MCEC as a statewide hub for all engineering and computing disciplines;
* Works closely with MCEC Dean and UMS TRANSFORMS Project Director to draft reports, memos, and presentations for internal and external use;
* Works closely with MCEC Dean and UMS TRANSFORMS Project Director to develop a detailed project plan that includes milestones, targets, and deadlines;
* Works closely with the Executive Director of the Maine Center, the Executive Dean of the Maine Business School, the Dean of the Graduate School of Business, the Vice Dean of Maine Law, and the leadership USM’s Muskie School of Public Service to integrate MCEC as part of the Maine Center’s consortium of high-quality academic programs along with business, law, public and health policy;
* Works closely with the Student Success and Retention and UMaine Athletics initiatives to ensure strategic alignment and maximize the impact of HAF funding. Assists in planning and running MCEC leadership retreat. This could include scheduling in-person, Zoom, and hybrid meetings and creating agendas;
* Assists in setting up meetings of the UMS Council, MCEC External and Student Advisory Boards and if needed, subcommittees. This could include scheduling in-person, Zoom, and hybrid meetings and creating agendas;
* Works closely with marketing and communications units within the college, UMS TRANSFORMS and across the system to promote the MCEC initiative within the state, nationally, and internationally;
* Works closely with the UMS TRANSFORMS Project Director and the MCEC Director of Administration and Finance to develop MCEC Initiative within the fiscal framework of UMS TRANSFORMS Project and existing MCEC budget;
* Works closely with the UMaine Foundation, the Pulp and Paper Foundation, the Alumni Association to build a strong relationship with our alumni and facilitate fundraising efforts;
* Works closely with the Director of Corporate Engagement in the Office of Strategic Partnerships, Innovation, Resources, and Engagement (SPIRE) to promote MCEC collaborations and partnerships with industry;
* Serves on the MCEC Executive Committee and on the UMS Council;
* Collaborates with the MCEC Chairs and Directors to develop activities and programs that directly support the advancement of MCEC as a UMS TRANSFORMS Initiative;
* Develops and maintains professional relationships that reflect courtesy, civility, and mutual respect;
* Builds productive relationships with internal and external constituencies;
* Utilizes coaching and mentoring methods which provide an environment that is anticipatory, supportive, and encourages constructive feedback on performance;
* Commits to organizational improvements by identifying opportunities to improve, and recommending possible alternatives for a situation;
* Performs other reasonably related duties as determined by the MCEC Dean.

**KNOWLEDGE AND SKILL QUALIFICATIONS:**

**Required:**

* Typically has the education associated with a Master’s degree, or an equivalent combination of education and experience;
* Five or more years of demonstrated experience in project management;
* Excellent working knowledge of spreadsheets, databases, and word processing;
* Demonstrated experience in liaising with senior administrators, responding to and handling matters of a complex, confidential, and sensitive nature;
* Excellent analytical and communications skills both oral and written;
* Ability to exercise initiative, and to manage multiple tasks and deadlines;
* Demonstrated experience in working as a team to find creative solutions to complex problems;
* Experience working with shared documents, including those based on Google Software such as Google Docs, Slides, Sheets.

**Preferred:**

* Experience working with and interpreting policies and procedures pertaining to budget, finance, and academic administration;
* Experience working in complex environments involving multiple constituencies.

**SUPERVISORY RESPONSIBILITY:** Duties to potentially include supervision of one or more salaried and/or hourly staff members, as well as student employees. To be determined based upon growth of MCEC.

**WORK ENVIRONMENT:** Work is performed in a typical office setting. Travel will be required to visit other campuses within the University of Maine System, as well as to attend events and meet constituents across the State and the Region. Employee may experience interruptions and be expected to change the focus of the workday, as there are frequent interruptions and deadlines that must be managed. Position involves dealing with highly stressful and often delicate confidential matters.

**WORK YEAR:** Full-time, fiscal year.

**WORK SCHEDULE:** Normal University of Maine business hours are Monday through Friday 8:00 a.m. to 4:30 p.m. Due to the nature of the position, work beyond regular hours (to include evenings and weekends) will be necessary to meet the requirements of the position. The employee shall establish regular office hours and in consultation with the supervisor, adjust the work schedule as appropriate.

**POSITION TYPE:** Contingent of external funding.

**SCHEDULE FOR EVALUATION:** In the initial six months of employment and annually thereafter in accordance with the UMPSA Agreement.

**JOB FAMILY/SALARY GRADE:** 11/06.

Appropriate background checks required.

All UMS employees are required to comply with applicable policies and procedures, as well as to complete applicable workplace related screenings, and required employee trainings, such as Information Security, Safety Training, Workplace Violence and Sexual Harassment.