Job Description

Department: Education

Title: MEOC Advisor

Reports to: Director

The Maine Educational Opportunity Center (MEOC) is a federally funded program designed to assist low-income, potential first-generation Maine adult residents who aspire to a postsecondary education level. The program staff provides academic, career, and educational counseling as well as technical assistance with the entire admissions and financial aid application process. The counseling staff also provides motivational and academic support for program participant. The MEOC Program provides services statewide. The program headquarters are located in Orono. The program provides services to an adult population.

The office assigned to this position is located in Aroostook County. The person hired for this position will be responsible for recruiting and providing services to a minimum of 400 eligible participants from within this service area. Typical hiring range for this position is $26,570 to $44,300, commensurate with experience and qualifications.

Essential Duties & Responsibilities:

* Recruit, select and enroll Educational Opportunity Center participants as defined by federal regulations and program policy.
* Provide educational, career and financial aid counseling to clients. Number served is based on the number of participants MEOC is contracted to serve by the federal department of education in a given project year. The assigned number will be set at the beginning of every program year and may be adjusted to accommodate changes in the project.
* Offer workshops or outreach programs pertinent to this position for program participants and local communities that assist clients in preparing for and enrolling in postsecondary education.
* Facilitate group and individual meetings; address educational, social and economic issues; maintain accurate documentation in the project’s client database.
* Function as a liaison with targeted agencies and colleges on behalf of the project and its participants.
* Advocate for and refer clients to other institutions and appropriate educational and social agencies as indicated.
* Document staff and client activities and comply with all rules and regulations as outlined and described in the federal grant, the MEOC Employee Handbook and the University of Maine’s policy and procedures manual.
* Work effectively and cooperatively with other employees of MEOC, UMaine administration, the campus community, and external clients and customers. Develops and maintains professional relationships that reflect courtesy, civility, and mutual respect.
* Perform other reasonably related duties as assigned.

Reports to (Position # & Title): Director

Knowledge, Skills & Qualifications:

* A successful candidate for this position must have the following qualifications:
* Bachelor’s Degree required, Master’s preferred, in counseling, education, social work or related area;
* Excellent verbal, written and interpersonal communication skills;
* Demonstrated successful experience working with people from disadvantaged backgrounds in a setting similar to the Maine Educational Opportunity Center preferred;
* Demonstrated ability to interact and work successfully with target populations, schools and community agencies in group and individual settings preferred;
* Strong self-motivation and the ability to work independently; and
* Ability to travel normally requiring a valid driver’s license.

Other Information:

Supervisory Responsibility: None.

Work Environment/Dynamics: Advisors are not required to be on call, but some evening and/or weekend work is required. MEOC Advisors share office space and equipment with other MEOC/METS Advisors. Frequent travel to agencies, colleges, Orono Headquarters, and professional conferences is necessary. The MEOC Advisor position is fast paced. Job duties are diverse in nature and vary from day to day. The workload of Advisors requires individual initiative, good judgment, and requires frequent multi-tasking.

Work Year: 12 Month, Fiscal Year Appointment

Work Schedule: Regular University of Maine business hours are Monday-Friday 8:00 a.m. until 4:30 p.m. It is expected that a time commitment of at least 40 hours per week (to include nights and weekends) will be necessary in order to meet the needs of the program and the clients served. The employee will establish regular office hours and in consultation with the Director, adjust the work schedule as necessary.

Position Type: Contingent on funding.

Schedule for Evaluation: The advisor will report to the Project Director who will perform the annual evaluation in accordance with the UMPSA Agreement.

Appropriate background checks are 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.

Materials must be submitted via "Apply For Position". You will need to create a profile and application; upload a cover letter and a resume/curriculum vitae which fully describes your qualifications and experiences with specific reference to the required and preferred qualifications; and provide contact information for three professional references. Incomplete application materials cannot be considered. Review of applications will begin immediately and will continue until a suitable pool of candidates is found.

The University of Maine is an EEO/AA Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, age, disability, protected veteran status, or any other characteristic protected by law.