



## **PROFESSIONAL POSITION DESCRIPTION**

**Position Title:** Assistant Director of Early College

**Department:** Arts and Sciences

**Schedule:** Monday through Friday, 8:00 am to 5:00 pm, with evenings and weekends as needed

**Work Year:** Full-time, Fiscal Year

**Reports to:** Director of Early College and Assistant Registrar of Degree Progress

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### **STATEMENT OF THE JOB:**

The Assistant Director of Early College provides administrative, operational, and student support leadership for UMA's Early College programs, including Aspirations, Bridge Academy, and Concurrent Enrollment. This role balances program management and student-facing services by overseeing daily operations, ensuring compliance with accreditation standards, supervising staff, and supporting student advising and recruitment. Working closely with the Director of Early College, the Assistant Director helps set priorities, align program goals with UMA's mission and UMS initiatives, and promote high-quality, accessible opportunities for Maine's high school students.

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### **ESSENTIAL FUNCTIONS:**

#### **Program Operations & Compliance:**

- Manage and support application, registration, and scheduling processes in MaineStreet and ExplorEC, ensuring accuracy of student records, eligibility, billing, and grade reporting.
- Oversee office communication plans, deadlines, and reporting, ensuring timely outreach to students, families, and partners.
- Ensure compliance with UMA, UMS, state, and federal policies as well as accreditation standards (NACEP), including training, roster verification, syllabi submission, and professional development.
- Collaborate with UMA academic and administrative units (Registrar, Student Accounts, Admissions, IR, Enrollment Services) to streamline processes and support students.
- Support budget development and manage program participation funds in collaboration with the Director.

#### **Supervision & Leadership:**

- Supervise Early College counselors, administrative staff, and student workers, providing workload assignments, performance feedback, and professional development.
- Foster a collaborative, student-centered office culture.

#### **Student Advising & Support:**



- Advise prospective and current Early College students and families on course selection, transcripts, program planning, and university systems.
- Connect students to academic and procedural support resources, ensuring retention and success.
- Represent UMA Early College at orientations, recruitment events, and outreach activities.

**Partnership Development:**

- Maintain strong relationships with partner high schools, administrators, and counselors.
- Onboard and support new high school partnerships, including instructor vetting and orientation.
- Coordinate faculty involvement, training, and liaison activities for concurrent enrollment courses.

**Training & Development:**

- Provide onboarding and training for Early College staff, counselors, instructors, and faculty liaisons.
- Conduct orientation and training sessions for school counselors and high school partners.
- Stay current with national trends and represent UMA at regional/national conferences (NACEP, NEACEP, DOE initiatives).

**Note: UMA reserves the right to change or assign additional duties as necessary.**

**SUPERVISORY RESPONSIBILITIES:**

Direct supervision of Early College staff, counselors, administrative specialists, and student workers.

**BUDGET RESPONSIBILITIES:**

Assists with budget planning and manages designated program funds under Director's oversight.

**REQUIRED QUALIFICATIONS:**

- Bachelor's degree.
- Professional experience in education, advising, or student services.
- Strong organizational, interpersonal, and communication skills.
- Ability to manage staff and office operations in a fast-paced environment.
- Proficiency with MaineStreet, CRM systems (ExplorEC, EAB), and Microsoft Office.

**DESIRED QUALIFICATIONS:**

- Master's degree.
- Supervisory experience in higher education or related field.
- Experience with Early College, dual enrollment, or secondary-postsecondary partnerships.
- Familiarity with accreditation and compliance standards (NACEP).

**WORKING CONDITIONS:**

The individual in this position should be able to perform in the following working conditions with or without accommodations:

- Mostly frequently work in quiet conditions in an indoor setting.
- Occasionally need to move about the office or campus to complete tasks.
- Consistently sit at a desk and operate a computer and other office equipment.
- Consistently use their fingers and hands for keyboarding and use of other office equipment.
- Frequently communicate with others in person, over the telephone, or through video conference.
- Is required to have close visual acuity to complete tasks.
- Occasionally exert up to 10 pounds of force and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects.

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***For Human Resources Use***

**Date Approved:** 10/16/25

**Date Revised:** N/A

**Department Code:** AARSC

**Job Family:** Academic Student Services

**Salary Band:** 3

**Unit:** UMPSA

**Position #:** 00024495