Maine’s public university system seeks an experienced individual to serve as Staff Associate for Academic and Student Affairs in the System Office of Academic and Student Affairs. The Bangor-based Staff Associate will perform substantive research in targeted policy areas related to academic and student affairs, coordinate and organize projects as assigned by the Vice Chancellor, and provide an analysis of academic and student-related issues. He or she will coordinate work with the Office of Planning and Policy Analysis, coordinate and control workflow of daily activity and special projects within the office, manage system processes in various related areas, compose reports, proposals, minutes, discussion papers, and maintain the web page for Academic and Student Affairs.

**Required Qualifications:** A minimum of a Bachelor’s degree is required. Proven experience in a dynamic, multifaceted, fast-paced work environment in an academic setting including related research and a commitment to excellence and integrity in higher education are required. The ability to use word processing programs and databases is also required.

The salary range for this position is $27,243 - $45,290 with the normal hiring range being $27,243 - $31,770. The University System Office offers excellent employee benefits, including dependent and employee tuition waiver.

Send letter of application addressing the requirements of the position, resume, and contact information for three professional references to: Office of Human Resources, Staff Associate for Academic and Student Affairs Search, 16 Central Street, Bangor, Maine 04401 or e-mail to umsjobs@maine.edu. **Review of applications will begin immediately** and continue until the position is filled.

The University is an Equal Opportunity/Affirmative Action employer. We encourage applications from qualified women and members of diverse racial/ethnic groups and provide reasonable accommodations in the application process. Visit us on the web at www.maine.edu.

*This is an announcement of position vacancy only and is not authorization for any paid advertising.*