

**MAINE MARITIME ACADEMY
JOB DESCRIPTION
STAFF POSITION**

JOB TITLE: Administrative Coordinator Intern for Summer Cruise

Intern participates in the 90-day Summer Training Cruise (early May through early August), performing administrative and bookkeeping duties under guidance for the first half of cruise and alone for the second half. The intern also manages all aspect of the Ship's Store.

Duties of the Job

- Work alongside existing staff during first half of cruise in order to learn position and operate independently for second half
- Handles all administrative and clerical duties for the Commandant's Staff and in support of the ship's operation
- Maintains inventory of supplies
- Manages sales, inventory, staffing of Ship's Store
- Generates international and domestic port arrival/departure documentation
- Prepares purchase order requests
- Maintains shipboard crew database
- Processes confidential information
- Assists the Ship's Purser for the crew and student workers, managing payroll and accounting
- Supervises yeomen in office duties, demeanor and general appearance
- Wears the appropriate uniform as designated by the Commandant

Skills:

- Knowledge of Microsoft Excel, Word, and some database programs
- Excellent physical health and evidence of a positive mental attitude
- Exceptional written and oral communication skills
- Ability to manage an office space
- Ability to live and work with people in a close environment

Qualifications:

- Current registered MMA student
- Must have successfully completed at least four semesters at MMA prior to cruise departure
- Minimum Cumulative GPA of 3.00
- General knowledge of business operations as evidenced by completing coursework in accounting, marketing, and introduction to business, or through real-life work experience
- Transportation Worker Identification Card (TWIC)

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- Valid US Passport
- Merchant Mariner Credential (MMC) preferred
- Successfully attend, participate, and complete any necessary safety required training

PHYSICAL REQUIREMENTS

While performing the duties of this job, this intern may:

- Be exposed to extremes in weather onboard ship, including rain, sleet, snow, rough seas and extreme heat
- Regularly sit, walk through narrow passages, climb ladders
- Use hands to manipulate objects, tools or controls
- Reach with arms and hands
- lift and move up to 30 pounds
- Work in high noise level areas

Tobacco-Free Notice

For the health and wellbeing of our community, the Maine Maritime Academy campus and vessels (ashore and afloat) are smoke- and tobacco-free as of August 1, 2016.

Drafted December 2016