

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

Administrative Assistant - Advancement

POSITION OVERVIEW

Reporting to the Vice President for Institutional Advancement, the employee performs complex clerical work involving some administrative responsibility. Tasks normally are accomplished within well-defined procedures with occasional non-routine administrative work involved. Judgement and initiative are occasionally exercised. Occasional verbal and written communication is required internally and externally. This is an hourly, non-exempt, union position.

DUTIES

- Regular attendance is required.
- Operates all office equipment.
- Maintains filing system and detailed records.
- Prepares purchase orders and controls supplies and equipment.
- Edits, proofs and composes letters and announcements.
- Schedules meetings, travel, conferences.
- May supervise students.
- Will process confidential information
- Screens calls, visitors, mail.
- Welcomes visitors and directs them to offices and departments.
- Provides Academy information when requested.
- Assists with department database maintenance.
- Assists with scholarship letter stewardship program.
- Perform other responsibilities as identified by the Vice President for Institutional Advancement.

This job description reflects the general duties of the job but is not a detailed description of all duties which may be inherent to the position. The Academy may assign reasonably related additional duties to individual employees consistent with policy and collective bargaining agreements.

SKILLS

- Ability to embrace the school's mission;
- High professional and ethical standards for handling highly confidential materials;
- Efficient and correct oral and written communications skills are required
- Excellent interpersonal skills are necessary.
- The successful candidate will demonstrate flexibility and initiative.

REQUIREMENTS

- A high school diploma is required, Bachelor's degree preferred.
- At least three years of demonstrated experience in a high-paced office setting.
- Intermediate to advanced computer skills using a Windows based operating system, specifically MS Word, Excel, and Internet.
- Outstanding interpersonal skills: diplomacy, professional demeanor, judgment, collegiality.
- Superb organizational skills and a desire to be part of a dynamic fund raising team.

- Ability to work occasional nights and weekend to support Institutional Advancement department and related College events.

PHYSICAL/ENVIRONMENTAL FACTORS

- The job is generally sedentary,
- Frequent use of keyboard and computer screen;
- Occasionally lift and move up to 30 pounds.

Position
Factor
Evaluation

Job Title: Administrative Assistant - Advancement Job Code: 1022
 Wage Grade: 11 Total Points: 304

	<u>Factor</u>	<u>Degree</u>	<u>Points</u>
1	Knowledge and Skill	4	144
2	Effort		
	I. Mental and Visual Effort	3	24
	II. Physical Effort	2	20
3	Responsibility for Cost Control	3	24
4	Responsibility for Others		
	I. Injury to Others	1	8
	II. Supervisory Responsibility	2	16
	III. Sensitive Information and Records	3	24
5	Working Conditions	2	20
6	Responsibility for External and Internal Relations	3	24

Date of last reclassification review 06/2016