

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

Office/Clerical Pool (Temporary)

Maine Maritime Academy is seeking qualified Administrative Assistants with varying levels of administrative experience to provide staffing solutions to departments requesting temporary employees as positions become available due to a vacancy, and/or when regular employees are absent, for peak work periods, and for special events.

Applying to this posting will place you in a general temporary pool of Administrative Assistant applicants. Applicants will be screened for various temporary assignments with MMA departments. The Administrative/Clerical Pool runs for the fiscal year starting July 1, 2016 through June 30, 2017. You are responsible for reapplying each academic year to ensure your application is active.*

Positions vary depending on departmental needs. These temporary hire positions will be temporary hourly appointments providing general office, clerical and administrative support to various departments on campus. Duties and responsibilities will vary depending on departmental needs. Duties may include but are not limited to word processing, data entry, answering phones, filing, managing correspondence, bookkeeping, managing calendars, and reception.

Maine Maritime Academy is currently recruiting for the following levels of Administrative Assistants:

Office/Clerical Support - Successful applicants will possess strong communication, organizational and office skills, including filing, Microsoft word and excel. Pay Range 7, \$13.84 per hour.

Secretary/Administrative Assistant - Successful applicants will have advanced knowledge of MS Professional software. Attention to detail and written and verbal communication skills necessary. Pay Range 11, \$16.18 per hour.

***Note: If you have not made application since July 1, 2016, please submit a new application now.**

A cover letter, resume, completed MMA application, and contact information for three professional references must be submitted prior to consideration to:

personnel@mma.edu

OR

**Director of Human Resources
Maine Maritime Academy
Box C – 3
Castine, ME 04420**

All offers are made contingent upon the successful completion of a criminal background check.

The Maine Maritime Academy campus and vessels (ashore and afloat) are smoke- and tobacco-free as of August 1, 2016.