

# MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

## Administrative Assistant I – Continuing Education

### POSITION OVERVIEW

Employee reports to Director of Offshore Programs & Continuing Education and is responsible for the daily clerical functions of the Continuing Education (CE) office under the general direction of the CE Department Head. Employee performs complex clerical work. Tasks normally are accomplished within well-defined procedures with occasional non-routine administrative work involved. This is an hourly, union position.

### DUTIES

- Greet visitors, respond to or refer questions, answers and screen telephone calls, schedule and arrange conference calls.
- Operate all office equipment.
- Maintain filing system and detailed records
- Prepare purchase orders for budget officer's signature and approval
- Schedule meetings, conferences and travel arrangements
- Prepare purchase orders and control supplies and equipment
- Prepare correspondence for Coordinator of Continuing Education approval.
- Assist in the preparation of the annual schedule of recurring Continuing Education courses
- Enter enrollment data.
- Attend meetings of the Academy Council, Academic Department Chairs, etc. in the absence of the Coordinator
- Assist Coordinator of Continuing Education with advertising, website updating, special events, social media, and development.
- Record and maintain departmental advisory committee meeting minutes.
- Assist with clerical work and preparing reports, mailings and correspondence.
- Provide Academy information when requested by phone or in person.

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**

- Application and intermediate knowledge of office practices and procedures.
- Intermediate computer skills.
- Effective phone etiquette skills.
- Must be able to communicate effectively in both written and verbal form.
- Must maintain confidentiality of work related information and materials.
- Must establish and maintain effective working relationships.
- Excellent customer service skills.

## **QUALIFICATIONS**

- High School graduate required, Associate's degree preferred.
- 2-4 years Administrative experience preferred.
- Proficiency with MS-Office suite or similar programs required.
- Customer service, flexibility and strong interpersonal skills required.

## **PHYSICAL/ENVIRONMENTAL FACTORS**

- Works primarily in a climate controlled environment with minimal safety/health hazard potential.
- While performing the duties of this job, the employee is regularly required to sit.
- Required to reach with hands and arms.
- Required to manipulate keyboard.
- Requires sustained use of computer monitor.

Maine Maritime Academy Position Factor Evaluation

Job Title: Continuing Education Secretary

Job Code: \_\_\_\_\_

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

### MMA Factor Analysis

Job  
Title: Continuing Ed Secretary

Job  
Code: 1040

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Date of last reclassification

01/2016