

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

Administrative Assistant II – Campus Safety

POSITION OVERVIEW

Under the direction of the Director of Campus Safety, this position serves as the principal contact and source of information for students, employees and visitors to the Campus Safety Department. This position is responsible for maintaining various databases and department programs. Generating and providing data in report form to internal and external groups. Tasks are normally accomplished within well-defined parameters. Verbal and written communication skills are required for both internal and external contacts. Computer skills are essential. This is a bargaining unit, non-exempt, hourly position.

DUTIES

- Regular attendance is required.
- Contribute to ongoing quality control and data integrity.
- Provide administrative support to the Director of Campus Safety.
- Processes confidential information.
- Answers phone calls, email messages and may handle wide-range information dissemination.
- Perform word processing, spreadsheet development, mail merge documents, and other clerical duties as required.
- Perform Safety Officer duties as needed (i.e. parking enforcement, events, etc.)
- Wears department issued uniform.
- Operate and ensure maintenance of department equipment.
- Record information as required and maintain departmental records and files.
- Submit all department requisitions for approval, check requests and other general office duties.
- Other duties as assigned.

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

- Strong interpersonal, verbal and written communications skill.
- Ability to work with a broad range of personalities.
- Professional, positive, and approachable attitude. Good interpersonal skills.
- Ability to use discretion and diplomacy in dealing with students, parents, families, staff, and colleagues.

- Ability to process sensitive information and maintain confidentiality.
- Meticulous attention to detail including excellent proofreading and highly accurate data entry.
- Excellent organizational skills, including ability to handle multiple tasks, meet deadlines, and prioritize assignments.
- Ability to demonstrate and encourage the values of collegiality, and respect among supervisors and peers.
- Ability to become familiar and knowledgeable about Academy infrastructure, policies, and procedures.
- Ability to work both independently and as a part of a team.
- Aptitude for internet research.
- Ability to use discretion and tact when dealing with students, parents and visitors.
- Ability and willingness to learn multiple software programs.

QUALIFICATIONS

- Computer proficiency in Windows Microsoft Office Suite, database manipulation and file management.
- Requires great attention to detail, exceptional organizational skills.
- High level of typing proficiency and accuracy required.
- Prior experience working in higher education.
- Thorough knowledge of office methods, procedures and practices.
- Professional presentation, appearance and work ethic.

SPECIAL CONDITIONS

- This position requires a Background Check.
- Tobacco-free campus.

WORKING CONDITIONS

- Sitting/computer keyboard manipulation/computer screen
- Must be able to visually inspect work and generate own work on computer
- Close office setting
- The position will involve evening and weekend work

Maine Maritime Academy Position Factor Evaluation

Job Title:	<u>Administrative Assistant II – Campus Safety</u>	Job Code:	<u>10410</u>
Wage Grade:	<u>14</u>	Total Points:	<u>362</u>

	<u>Factor</u>	<u>Degree</u>	<u>Points</u>
1	Knowledge and Skill	5	180
2	Effort		
	I. Mental and Visual Effort	4	32
	II. Physical Effort	1	10
3	Responsibility for Cost Control	3	24
4	Responsibility for Others		
	I. Injury to Others	1	8
	II. Supervisory Responsibility	1	8
	III. Sensitive Information and Records	5	40
5	Working Conditions	2	20
6	Responsibility for External and Internal Relations	5	40