

# MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

## **ADMINISTRATIVE ASSISTANT Financial & Institutional Services**

### **POSITION OVERVIEW**

The Administrative Assistant for Finance and Student Affairs provides clerical and administrative support to the Vice President for Financial and Institutional Services. The incumbent uses software applications including word processing, database management systems, spreadsheets and presentation software, electronic calendar, email, etc. to accomplish tasks. This is a bargaining unit, non-exempt, part-time (0.5) hourly position. It is not benefits eligible.

### **DUTIES**

- Provides a wide range of clerical support including: keyboarding, composing and editing letters, memoranda, reports, presentations, and cases.
- Prepare and edit general correspondence, create forms, reports and presentations as assigned.
- Arranges, schedules, and follows up on meetings, ensuring notification to participants and setting meeting agendas when appropriate.
- Record, maintain and distribute minutes of staff and committee meetings.
- Reconcile departmental budget and expense statements and maintain appropriate records. Prepare purchase orders for approval and maintain inventory of office supplies.
- Collect, organize and distribute data for various reports.
- Authors, edits, proofs and compiles various publications and announcements, including website content.
- Schedules travel for the Vice President.
- Record information as required and maintain departmental records and files.
- Answers and routes phone calls, mail and e-mail.
- Creates and maintains information in both physical and computer files.
- 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**

- Self-motivated, professional, and capable of managing workload and prioritizing tasks.
- Application and intermediate knowledge of office practices and procedures.

- Intermediate to advanced computer skills to include use of email system, calendaring, Microsoft Office products and academic software and the ability to learn a variety of office/educational software products as required.
- Effective phone etiquette skills.
- Must be able to communicate effectively in both written and verbal forms.
- Must maintain confidentiality of work related information and materials.
- Must establish and maintain effective working relationships.
- Must be able to work in an environment with constant interruptions.
- Excellent customer service skills.

## **QUALIFICATIONS**

- High School graduate required, Bachelor's degree preferred.
- Ability to read, comprehend and interpret documents, such as policies, procedures and handbooks.
- Ability to write reports and business correspondence.
- Proficiency with MS-Office suite and similar programs required.
- Solid working knowledge of office processes and systems.
- Strong customer service, flexibility and interpersonal skills required.
- Ability to work across teams and with a variety of projects and constituencies.
- Initiative and ability to prioritize work in order to complete assigned tasks required.

## **PHYSICAL/ENVIRONMENTAL FACTORS**

- Requires sustained use of computer monitor and keyboard.
- Indoor office environment.
- Interacts with other employees and students.
- Maine Maritime Academy is a tobacco-free campus.

# Maine Maritime Academy Position Factor Evaluation

Job Title: Administrative Assistant – Financial & Institutional Services

Job Code:

Wage Grade: 14

Total Points: 364

	<u>Factor</u>	<u>Degree</u>	<u>Points</u>
1	Knowledge and Skill	5	180
2	Effort		
	I. Mental and Visual Effort	5	40
	II. Physical Effort	2	16
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	16
6	Responsibility for External and Internal Relations	4	32

Date of last reclassification review

Jun-18