

# MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

## **Administrative Assistant - Advanced BIW Shipbuilding Program**

### **POSITION OVERVIEW**

Under the direction of the Dean of Continuing Education and Online Programs, this position is responsible for supporting the Advanced BIW Shipbuilding and Marine Operations Program. The duties will include data entry, data analysis, interactions with new and existing students and/or customers, and solving complex administrative tasks as directed by the Dean, BIW Program Manager or other supervisors. Tasks will include updating all prospects, applicants and applicant related information. Generating and providing data in report form to internal and external groups. The employee will assist in the standardization and coordination of data entry and data mining as well as maintaining the integrity of student informational databases. 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 full-time soft-money position. Occasional travel to Brunswick, Maine is expected.

### **DUTIES**

- Regular attendance is required.
- Data entry for all prospective students, high schools, post-secondary institutions and organizations involved in the recruitment and admissions process.
- Assist with the effective and accurate maintenance of data with respect to the application process in all formats.
- Assist with all campus visits: scheduling, logistics, registration, staff and student coverage.
- Assist with updates to website and on-line materials.
- Provide support to activities at MMA's Brunswick location on occasion.
- Provide advising to Apprenticeship students.
- Contribute to ongoing quality control and data integrity.
- Enter registration for admissions events, both on and off campus, and maintain event and invitation mailing lists.
- Provide input for and/or produce reports and assist with general analysis of data as it relates to admissions and enrollment management.
- Provide administrative support to the BIW Program Manager and Dean.
- Provide administrative support to the Director of Industrial Training & Apprenticeships as needed.
- Perform word processing, spreadsheet development, mail merge documents, and other clerical duties as required.
- Submit all department requisitions, 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 and willingness to learn new software programs.

## **QUALIFICATIONS**

- Intermediate-to advanced knowledge of Microsoft Office Suite (Word, Excel and PowerPoint) and databases. Experience with Canvas, Slate and Power Campus preferred, or other relevant admissions customer relations management (CRM) or student information system (SIS) database experience.
- High level of typing proficiency and accuracy required.
- Prior experience working in higher education.
- Thorough knowledge of office methods, procedures and practices.
- Thorough knowledge of English grammar, punctuation, and spelling.

## **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: Administrative Assistant - BIW Job Code: \_\_\_\_\_

Wage Grade: 14 Total Points: 372

	Factor	<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	20
3	Responsibility for Cost Control	3	24
4	Responsibility for Others		
	I. Injury to Others	2	16
	II. Supervisory Responsibility	1	8
	III. Sensitive Information and Records	4	32
5	Working Conditions	2	20
6	Responsibility for External and Internal Relations	4	32

Date of last reclassification review 06/2025