

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

Administrative Assistant - Athletics (Part-Time)

Maine Maritime Academy is seeking qualified applicants to serve as Utility Drivers on an as needed basis.

Position Overview

Employee performs secretarial and bookkeeping work involving some administrative responsibility. Judgement and initiative are frequently exercised. Tasks are normally accomplished within well-defined procedures with frequent non-routine administrative work or program monitoring required. Frequent verbal and written communication is required internally and externally.

DUTIES

- Operates all office equipment.
- Maintains filing system and detailed records.
- Performs word processing, spreadsheet development, mail merge documents, and other clerical duties as required.
- Processes confidential information.
- Screens calls, visitors and mail.
- May supervise students.
- Composes and may sign correspondence as designated by a supervisor.
- May prepare payroll time sheets for department.
- May act as intermediary for supervisor maintaining contacts with others.
- Edits, proofs and compiles manuscripts and composes announcements.
- Schedules meetings for department.

SKILLS

- Strong interpersonal, verbal and written communications skills.
- Ability to work with a broad range of personalities.
- Professional, positive, and approachable attitude. Good interpersonal skills.
- 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.

QUALIFICATIONS

- High level of typing proficiency and accuracy required.
- Thorough knowledge of office methods, procedures and practices.
- Thorough knowledge of English grammar, punctuation, and spelling.

SPECIAL CONDITIONS

- Criminal background check required.
- 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