

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

Administrative Assistant II

POSITION OVERVIEW

Employee performs difficult and complex 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.
- Prepares purchase order requests and controls supplies and equipment.
- Processes confidential information.
- Screens calls, visitors and mail.
- May supervise student and/or regular Academy employees.
- Composes and may sign correspondence as designated by a supervisor.
- Reconciles budget and expense statements with department account.
- 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, conferences and travel for department.

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 skills.
- 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 donors, senior staff, Board members 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.

QUALIFICATIONS

- Associate's degree required; bachelor's degree preferred.
- At least three years of demonstrated experience in a high-paced office setting.
- Intermediate-to advanced knowledge of Microsoft Office Suite (Word, Excel and PowerPoint) and databases.
- 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

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