



NORTHERN MAINE COMMUNITY COLLEGE
POSITION ANNOUNCEMENT
September 1, 2020

POSITION TITLE: Administrative Specialist III – TRIO/Student Support Services

BARGAINING UNIT/SALARY RANGE: MSEA Support Services Unit, Range 12

RESPONSIBILITIES: The administrative assistant provides general office support to the TRIO/SSS Director and Counselor and is responsible for scheduling recurrent student meetings in accordance with grant requirements. This position is also responsible for recording and entering data for federal and state data collection as well as coordinating walk-in and scheduled traffic for a fast-paced, student-centered TRIO/SSS office.

MINIMUM QUALIFICATIONS: Associate degree in Office Administration or closely related field from an accredited institution, three years full-time professional work experience with one year in an educational office setting preferred. Preferred candidate will have an understanding of people who are first-generation college students, people who are low-income and/or people with disabilities.

KNOWLEDGE, SKILLS AND ABILITIES: The successful candidate must possess excellent communication skills to include written communication via email, social media, interoffice communication, traditional letters, etc. and oral communication skills both in-person and via electronic means. This person must have the ability to work with traditional and non-traditional students from a wide variety of backgrounds and situations. Excellent customer-service skills are critical. The ability to coordinate schedules, prioritize duties and oversee a busy office are also critical. The employee must have the ability to work in a highly sensitive, fast-paced and confidential environment. Attention to detail and excellent record-keeping skills are essential as well as knowledge of all Microsoft Office programs, Jenzabar EX client server, and other data collection methods. Ability to work under time constraints and deadlines is also needed.

BENEFITS: Employer paid health, dental, and life insurance for employee (spouse, domestic partner, dependent coverage also available), Maine Public Employees Retirement (MPERS) in lieu of social security, generous vacation and sick time allowances, 12 paid holidays, professional development and free tuition within the MCCS.

APPLICATION PROCEDURE: Review of applications will begin immediately and will continue until the position is filled. For consideration, please submit a cover letter, resume, NMCC Employment Application, official transcripts of academic work and names of three professional references to Beth Hummel, Human Resources, at nbhummel@nmcc.edu or fax to 207-760-1178.

Northern Maine Community College is an Equal Opportunity/Affirmative Action institution and employer. For more information about this commitment, please call the Affirmative Action Officer at 768-2791.