



NORTHERN MAINE COMMUNITY COLLEGE POSITION VACANCY ANNOUNCEMENT

DATE: April 26, 2021

POSITION TITLE: Administrative Specialist II

BARGAINING UNIT/SALARY RANGE: MSEA Support Services Unit, Range 8

QUALIFICATIONS: High school diploma/GED with minimum of one year administrative/office work experience.

RESPONSIBILITIES: Provide clerical and administrative support to the Nursing and Allied Health, Emergency Medical Services and Trade & Technical departments. Responsibilities include: clerical duties utilizing Jenzabar EX (SIS), MS Office Suite, Excel, and other software systems. Other responsibilities include office reception, coordinating staff appointments and meetings, tracking budget, ordering supplies and assisting in preparing and disseminating correspondence and reports.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to provide administrative and processing support to multiple academic departments; excellent communication, organizational and time management skills; ability to multi-task and prioritize; knowledge and ability to operate multiple Jenzabar EX and JICS computer system modules; knowledge and ability to understand and adhere to specific policies, procedures and regulations of various departments.

APPLICATION PROCEDURE: Interested applicants should submit a cover letter, resume, NMCC employment application, and names of three professional references by **May 15, 2021** to humanresource@nmcc.edu or mail to:

Attn: Human Resources
Northern Maine Community College
33 Edgemont Drive
Presque Isle, ME 04769