Records Technician II  
*Full-time, Regular Position  
(3 Positions)*

The University of Maine System is seeking highly qualified persons to fill three positions as Records Technician II in the newly created central Shared Processing Center located in Orono at the University of Maine. The successful applicants will perform complicated clerical duties and collection work associated with Federal and University loan programs and other receivables. The work requires application of extensive procedural knowledge and understanding of administrative policies of the University and regulations of outside agencies, judgment and initiative.

**Required Qualifications:** High School diploma or equivalent education and job-related experience. Strong computer skills to include intermediate word processing, database management and/or spreadsheets. One year of experience in an administrative office.

**Preferred Qualifications:** Prior collection experience and work in an academic office environment preferred. Knowledge of MS Office and PeopleSoft preferred. Knowledge of Federal, State and University regulations preferred.

The starting wage will be $10.10. Benefits include medical, retirement and tuition wavier programs. Additional information about the University of Maine System is available at [www.maine.edu](http://www.maine.edu). **Review of Applications will begin September 12, 2006.** Send a cover letter addressing the requirements of this position and your experience, resume, and contact information for three professional references to: Office of Human Resources, Records Technician Search, 16 Central Street, Bangor, ME 04401 or e-mail to umsjobs@maine.edu.

The University of Maine System is an Equal Opportunity/Affirmative Action Employer and strongly encourages applications from and nominations of women and minority candidates. The University provides reasonable accommodations to qualified individuals with disabilities upon request.

This is an announcement of position vacancy only and is not authorization for any paid advertising.