Administrative Assistant II

Full-time, Regular Position

The University of Maine System (UMS) is seeking a highly qualified person to fill the position of Administrative Assistant II. This position will support the Network Operations and Systems and Operations groups of the UMS Network (UNET) and the newly created Shared Processing Center which will be responsible for providing back office support functions to various departments throughout the UMS. The position is based in Orono on the University of Maine campus.

This person will be responsible for a variety of activities including contract administration; billing for internal as well as external UMS customers; tracking and assisting in maintenance of budgets; establishing and maintaining relationships with vendors and internal and external clients; search committee coordination; and establishing, monitoring, reviewing, and improving office functions. The successful candidate will assist in training other office staff in policy and processes of the office and must be able to clearly interpret these policies and processes for those outside the office.

The assistant will also provide office support such as scheduling meetings; managing calendars; and overseeing the purchase, operation and maintenance of office equipment. The successful candidate must be well organized; have excellent communication and time management skills; and be able to prioritize work in a time sensitive, deadline driven environment.

QUALIFICATIONS: Required: High school diploma or equivalent job related experience with a minimum of three years’ progressively more responsible clerical and administrative experience. Demonstrated excellent communications skills and the ability to manage complex, non-routine tasks with general supervision. Preferred: Associates Degree, experience with office productivity software, experience reviewing and refining office procedures, and experience managing and reconciling budgets and billing.

The starting wage is $11.39 per hour. The University System Office offers an excellent benefits package. Additional information about the University of Maine System is available at www.maine.edu.

Review of applications will begin on May 1, 2006 and will continue until the position is filled. Send a cover letter addressing the requirements of this position and your experience, resume, and contact information for three professional references to: Administrative Assistant II Search, Office of Human Resources, University of Maine System Office, 16 Central Street, Bangor, Maine 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. Upon request, the System provides reasonable accommodations to individuals with disabilities.

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