Executive Assistant to the CEO, Professional and Graduate Center Initiative
Fixed-length position through September 30, 2016

The University of Maine System is seeking to fill the position of Executive Assistant (EA) to the CEO of the Professional and Graduate Center Initiative (PGCI). This fixed length position is dependent on funding external to UMS and is currently funded through September 30, 2016 with the possibility of continuation depending on need and funding. Based on the Portland campus of the University of Southern Maine, the EA manages the overall administration of the Center office and serves as a key liaison to other departments in the University of Maine system, the graduate and professional schools and the public. As a key executive staff member for the Center CEO, the Executive Assistant (EA) will provide critical administrative, scheduling, organizational and planning support for the CEO and work independently with the faculties of the constituent graduate programs, business and philanthropic community and the public on a regular basis. The person holding this position will work both alongside the CEO and independently, focusing on the implementation of major and special projects. The EA will develop key communication for the CEO as needed, work closely with the CEO to manage the formulation of policies, manage the CEO’s office by overseeing proper functioning of all administrative activities, including the coordination of messaging and websites for the Office, and manage the administrative fiscal responsibilities for the Office. The complete job description is linked here.

Required Qualifications:

1. Bachelor’s degree or equivalent combination of education and experience
2. Three years of work experience in a complex organization
3. Experience in planning, analyzing, communicating, and managing.
4. Demonstrated analytical experience and the ability to rapidly learn UMS data systems and administrative policies, procedures; and project management skills.
5. Experience in a fast-paced public outreach management environment.
6. Excellent oral and written communication skills.
7. Outstanding interpersonal skills and the ability to handle sensitive and confidential situations with discretion.
8. Familiarity with tracking budgets.

The salary range is high $30s to mid$40s and will be based on the qualifications and experience of the successful applicant. Benefits include medical, dental, retirement and tuition waiver programs.

The position is open until filled; however, applications received after the first screening date on May 14, 2015 will be considered at the discretion of the university. To apply, send a complete application packet consisting of a cover letter addressing your experience as it relates to the requirements of this position, specifically the competencies and qualifications, along with a resume and contact information for three professional references to: Executive Assistant Search, Office of Human Resources, 16 Central Street, Bangor, ME 04401 or e-mail to umsjobs@maine.edu referencing job code 45-08-15. Only complete applications will be considered.

University Services is an EEO/AA employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, age, disability, protected veteran status, or any other characteristic protected by law.