

**Administrative Specialist CL2 – Cumberland County**

**Purpose:**

The University of Maine Cooperative Extension is hiring an Administrative Specialist CL2 to provide administrative and bookkeeping support to Cooperative Extension, Cumberland County office. This full-time position provides customer service to the public and supports local Extension staff in Agriculture, Horticulture and other food system programs. The position will be located in the University of Maine Cooperative Extension Regional Learning Center, Cumberland County office in Falmouth. **This is a full time, regular position, 40 hours per week. This position pays $14.23/hr.**

**About the University**:

University of Maine Cooperative Extension in Cumberland County gives local residents access to the resources and expertise of the University of Maine. Through educational programs and resources, UMaine Extension delivers unbiased, research-based information to Cumberland County citizens. For more information on Cumberland County Cooperative Extension, please click[here](https://extension.umaine.edu/cumberland/).

The University of Maine is a community of more than 11,200 undergraduate and graduate students, and 2,500 employees located on the Orono campus and throughout the state. UMaine is the state land and sea grant university and maintains a leadership role as the System’s flagship university. As a result, it is dedicated to providing excellent teaching, research, and service at the university, state, and national levels.

Further information about UMaine can be found at <https://umaine.edu/>

The University of Maine offers a [wide range of benefits](http://www.maine.edu/about-the-system/system-office/human-resources/benefits/) for employees including, but not limited to, tuition benefits (employee and dependent), comprehensive insurance coverage including medical, dental, vision, life insurance, and short and long term disability as well as retirement plan options. As a former NSF ADVANCE institution, the University of Maine is committed to diversity in our workforce and to dual-career couples.

**Job Responsibilities and Duties Include**:

* Handling verbal and written communications with clients regarding a broad range of questions, issues and requests.
* Processing purchase orders and contracts, and posting accounts for billing.
* Processing cash, checks and accounts receivable.
* Identifying balancing errors and providing appropriate fixes.
* Maintaining client contact databases.
* Ordering and organizing materials for courses.
* Supporting client and volunteer needs and responding to questions in a timely manner.
* Serving as contact for outside vendors, agencies and organizations.
* Updating and maintaining an assigned website and social media.
* Advertising and promoting Extension Programs.

**Qualifications**

**Required:**

* Demonstrate knowledge of modern office procedures.
* Demonstrate skills in operating office equipment (copiers, faxes, scanners, etc.)
* Excellent organizational skills and attention to detail.
* Excellent math and recordkeeping skills.
* Excellent written, oral, and electronic communication skills.
* Demonstrate knowledge of and skills in report preparation.
* Demonstrate computer skills including MS Word, Excel, WordPress, Social media, Graphic design and internal database applications.
* Exemplary and timely customer service skills.

**Preferred:**

* Knowledge of Cooperative Extension and its mission
* Ability to maintain moderately complex databases
* Experience with UMaine’s General Ledger and MainStreet systems

**Other Information:**

Materials must be submitted via "Apply for Position" below. You will need to create a profile and application; upload

1.) a cover letter which describes your experience, interests, and suitability for the position

2.) a resume/curriculum vitae

3.) contact information for three professional references.

You will also need to complete the affirmative action survey, the self-identification of disability form, and the self-identification of veteran status forms. Incomplete application materials cannot be considered. Materials received after the initial review date will be reviewed at the discretion of the University.

Review of applications to begin: Immediately and continue until a suitable candidate is found.

Appropriate background checks are required.