**Position Title:**

Administrative Specialist CL2

**Department:**

School of Marine Sciences

**Bargaining Unit:**

ACSUM

**Salary Band/Wage Band:**

B22 ($14.30/hour)

**Purpose:**

Full-time, regular position, 40 hours per week, 5 days per week. Daily work hours are Monday - Friday, 8:00 a.m. to 4:30 p.m. This position pays $14.30/hour and incudes benefits listed on the HR webpage. The position provides administrative and clerical support to the School of Marine Sciences.

**Essential Duties and Responsibilities**

* Primary contact/main office. Answers main phone line, takes and distributes messages as appropriate
* Lead contact for Graduate, Undergraduate & Temporary payroll processes, Maintains reappointment calendars & spreadsheets within each classification, and email lists
* Primary contact person for Graduate Student account inquiries, payments & adjustments to student accounts
* Works with the two Associate Directors in Marine Sciences with annual TA/RA appointment process, letters and spreadsheet tracking. Maintains google doc information for NSFA
* Will provide financial back-up support to the Grants Manager throughout the year with miscellaneous work involving administrative & soft money accounts
* Oversee weekly seminar notices during the academic year, and other event coordination (includes catering orders, travel arrangements for guest speakers, etc.) Knowledge of video conferencing
* Internal SMS Classroom scheduling , setting up video conferences & coordinating & scheduling meetings for committees
* Final approver for PCARD/TCARD and back-up support
* Office inventory of supplies & ordering when necessary, daily distribution of mail, fed-ex/ups shipments, facility work order requests, key box & copier maintenance
* *Specific tasks for this position will be adjusted as needed, in response to individual evaluations, adaptive management of the overall SMS staffing plan, and the needs of the unit. However, the level of the position is expected to remain constant*

**Knowledge, Skills and Qualifications**

* Excellent interpersonal, written, and verbal communication skills are required.
* Demonstrated ability to manage multiple priorities and meet multiply deadlines in a fast paced environment.
* Ability to prioritize workload, excellent time management and follow through skills essential.
* Experience with financial reporting software

***Preferred:***

* Familiarity with UMaine financial software applications (Payroll, General Ledger, PCard, & CONCUR) and financial & payroll procedures is preferred.