



MARYLAND SEA GRANT COLLEGE

Administrative Assistant Job Specifications

Closing Date: January 20, 2012

Functional Title: Administrative Assistant I

Department: University of Maryland Center for Environmental Science – Maryland Sea Grant College Program. Job will be physically located in College Park, MD.

Salary: Non-exempt salary structure, pay range 08, regular 12 month position. The University of Maryland offers an extensive benefits package.

Purpose of Position:

To assist the Director with administration of Maryland Sea Grant including scheduling, conference and meeting arrangements, planning and coordination of both day-to-day operations of the Sea Grant offices and special projects.

Duties and Responsibilities:

Coordination with the Director: meetings arrangements and minutes, briefing books coordination, draft correspondence, support academic and other advisory board meetings. Phone coverage, mail and phone requests for general information, conferences and appointments with Director. Maintain office wide calendars using web based tools. Special projects, space and event planning. Coordinate and supervise web based collaboration products (e.g. Google Docs, Adobe Connect, IVN, etc.) for office staff of 11 and with extension staff. Stewardship of strategic planning, Pie process, PD requests and processing/tracking of PD funds. Supervise publication fulfillment. Maintain and organize storage archives. Other duties as assigned

Qualifications:

Strong computer skills, both Mac and PC, with a working knowledge of Microsoft Office applications, understanding of databases and web based collaboration products and social media tools. Strong communication (written and verbal) and interpersonal skills are necessary for interactions within and outside of the Maryland Sea Grant offices. Attention to detail with some editing/proof reading skills. Strong time-management and organizational skills that allow for setting priorities, planning and meeting deadlines and workloads on special projects.

Apply:

Please send an email with the subject line “Application for Administrative Assistant” to marcelli@mdsg.umd.edu and include as a pdf: a cover letter; a resume; and a list of three references. Application closing date is 01/20/2012. The University of Maryland is an Affirmative Action Equal Opportunity Employer. Minority and women candidates are encouraged to apply.

