

**UNIVERSITY OF MARYLAND
COLLEGE OF AGRICULTURE AND NATURAL RESOURCES
UNIVERSITY OF MARYLAND EXTENSION (UME)**

POSITION ANNOUNCEMENT

Title: Administrative Assistant II

Functional Title: Office/Finance Administrative Assistant II

Position Number: 103351

Category Status: Non-exempt, Regular, Full-Time

Unit: AGNR-UME-Howard

Home Office Location: UME Howard County Office, 3300 North Ridge Road, Ellicott City, MD 21043

Position Summary/Purpose of Position:

Under general supervision, provides moderately complex administrative support to Howard County faculty and staff and the Area Extension Director. Under general supervision, provides moderately complex administrative support to faculty and staff in the areas of database support, newsletter and web-site development. In addition, this position provides administrative support to the Area Extension Director in the areas of budget, account management and communication with volunteers, county officials, and the Extension Advisory Council.

Responsibilities:

- Answer phones for educators and staff. Respond to public inquiries both on the telephone and walk-ins.
- Provide coordination of overall office operation and function, including but not limited to scheduling meeting spaces, procurement of office supplies and communicating with landlord for routine items related to office operation, maintenance, and repair.
- Provide a high level of support to the Area Extension Director as related to budget management, financial tracking, and document preparation.
- Provide all financial related support including but not limited to paying bills, purchasing, accounting (QuickBooks and KFS), preparing budgets and other financial documents and tracking expenditures and account balances.
- Maintain a strong working relationship with the county government finance office in support of funding at the local level.
- Prepare correspondence, newsletters, forms, reports, signs, press releases, flyers, brochures, power point presentations, etc.

Qualifications:

Required –

- High School Diploma or GED
- Three years' experience providing administrative support.
- Able to provide a high degree of organizational skill with significant attention to detail
- Experience in office and budget management to include skills in performing basic math to review expenditures and reconcile accounts.
- Extensive experience with Microsoft Office Suite -- specifically, Word, Access, Outlook, Excel, and Power Point. Experience with web-site management.

Preferred-

- General knowledge of and skill in the practical application of general accepted office practices and procedures.
- Ability to communicate effectively both orally and in writing.
- Ability to proofread and edit written documents.
- Skill in various computer software packages, such as word processing spreadsheets, database, and presentation programs, Internet, email, and calendaring software.
- Ability to understand and follow oral and written instructions.
- Ability to interact effectively with internal and external parties in a courteous and efficient manner.

- Ability to plan, organize, prioritize, and execute multiple and continuing assignments with general instructions.
- This position is subject to a Criminal History Record Check. Employment is contingent upon successful completion and clearance of the Criminal History Record Check.

Physical Demands of the Position:

Sedentary work. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers. The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading.

Salary and Benefits: Base Salary: \$39,232. The University of Maryland offers an extensive [benefits package](#) which includes tuition remission.

Applications: All candidates must apply online at: <https://ejobs.umd.edu/postings/105674>. Three (3) professional references, including name, mailing address, telephone number and email address will be requested from interview candidates.

Closing Date: Applications will be accepted through **April 10, 2023**.

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