



POSITION ANNOUNCEMENT

Title: Administrative Assistant II

Position Number: 103350

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. This position provides direct support to the 4-H program and faculty.

Responsibilities:

- Answer phones for educators and staff. Respond to public inquiries both on the telephone and walk-ins.
- Supports production and tracking of 4-H statewide processes and requirements to include the volunteer management system and volunteer correspondence.
- Provides significant support for the 4-H fair, 4-H camps and other 4-H county activities to include scheduling and coordination meetings space for internal and external partnerships
- Prepare correspondence, newsletters, forms, reports, signs, press releases, flyers, brochures, power point presentations, etc.
- Manage and maintain files related to fiscal duties
- Manage and maintain program supplies
- Create and maintain registration databases
- Provides general office support to all faculty and staff, including the Area Extension Director

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 management.
- Extensive experience with Microsoft Office Suite -- specifically, Word, Access, Excel, Power Point and the Google Doc Platform
- Experience with web-site management

Preferred-

- Experience planning and organizing multiple assignments under specific time constraints.
- Experience working with volunteers
- Experience preparing newsletters and other media publications
- Experience working with diverse groups of people
- 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/105673>. 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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