



Putting knowledge to work with the people of Maine.

Position Title: Administrative Specialist CL3, Franklin County
Department: Cooperative Extension
Reports to: Executive Director of Operations, Kerry Chasteen
Position Type: Full-time, hourly, contingent upon funding

Purpose:

The Administrative Specialist CL3 with the University of Maine Cooperative Extension Franklin County office is responsible for general office management tasks in support of the faculty, staff, and volunteers conducting educational programming, research, and/or outreach.

Essential Duties and Responsibilities:

- Provides administrative support which may include maintaining department data, preparing and distributing department documents; performs the duties of assigned staff.
- Provides exemplary customer service while handling verbal and written communications with clients regarding a broad range of questions, issues and requests.
- Composes, edits, and reviews a variety of standard and/or specialized correspondence, reports, documents, applications, forms, violations, memos, and/or other applicable materials.
- Compiles, sorts and summarizes a variety of routine data; using a variety of programs, prepares simple charts and analyses, including basic summary statistics.
- Organizes and maintains files, including creating and maintaining confidential department/employee /student files; files documents alphabetically, numerically, or by other prescribed methods.
- Performs basic bookkeeping including tracking budgets, monitoring expenditures, preparing purchase orders, depositing cash and checks, and preparing financial reports and/or other appropriate payroll tasks.
- Provides timely and accurate information in response to public requests for information.
- Develops and maintains professional relationships that reflect courtesy, civility, and mutual respect.
- Participates in UMaine Extension staff and Extension Association meetings as a member of the county staff as appropriate.
- Contributes skills and insights for effective office management with co-workers.
- Utilizes coaching and mentoring methods that provide an environment that is anticipatory, supportive, and encourages constructive feedback on performance.
- Performs other reasonably related duties as assigned.

Knowledge and Skill Qualifications:

Required:

- 60 credits or more of higher education or equivalent work experience and training; AND three years administrative support experience.
- Experience in office settings, performing a variety of routine to non-routine clerical and administrative

support responsibilities and tasks.

- Ability to communicate effectively using oral, written and electronic methods.
- Proficiency with computer programs such as Microsoft Excel, Word and PowerPoint, as well as Google Drive and document management software.
- Ability to work independently and manage multiple tasks in an autonomous work environment as well work effectively as part of a team, and able to achieve and document measurable results.

Preferred:

- Knowledge of University of Maine Cooperative Extension and its educational programs.
- Experience with UMaine's General Ledger and MaineStreet systems.
- Ability to maintain moderately complex databases.
- Experience working with diverse audiences; knowledge of diversity, equity and inclusion; and understanding of equal opportunity, affirmative action and civil rights policies.

Work Environment / Dynamics: Position will be based in the Franklin County Extension office located in Farmington as the primary point of contact for clients, faculty, staff and volunteers.

Work Schedule: Normal UMaine Cooperative Extension office hours are Monday through Friday, 8:00 a.m. to 4:30 p.m. To meet the needs of the program some schedule flexibility will be necessary, including some evening and occasional weekend work throughout the county.

Schedule for Evaluation / Bargaining Unit: Associated Clerical Office Laboratory Technical Staff of the Universities of Maine (ACSUM/COLT). In the initial six months of employment then annually thereafter in accordance with the ACSUM/COLT Agreement.

To Apply:

To be considered for this position you will need to "Apply" and upload the documentation listed below:

- 1.) a cover letter which describes your experience, interests, and suitability for the position
- 2.) a resume/curriculum vitae

Candidates selected to proceed to the final stages of the search process will be requested to provide a list of names and contact information for references.

Incomplete application materials cannot be considered. Materials received after the initial review date will be reviewed at the discretion of the University.

For full consideration, materials must be submitted by 4:30 p.m. EST on August, 8th 2025.

For questions about the search, please contact search committee chair Kerry Chasteen, kerry.chasteen@maine.edu

The successful applicant is subject to appropriate background screening.

In complying with the letter and spirit of applicable laws and pursuing its own goals of diversity, the University of Maine System does not discriminate on the grounds of race, color, religion, sex, sexual orientation, transgender status, gender, gender identity or expression, ethnicity, national origin, citizenship status, familial status, ancestry, age, disability physical or mental, genetic information, or veterans or military status in

employment, education, and all other programs and activities. The University provides reasonable accommodations to qualified individuals with disabilities upon request. The following person has been designated to handle inquiries regarding non-discrimination policies: Director of Equal Opportunity, 5713 Chadbourne Hall, Room 412, University of Maine, Orono, ME 04469-5713, 207.581.1226, TTY 711 (Maine Relay System)

Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or Clery Act, mandates that all Title IV institutions, such as the University, prepare, publish and distribute an Annual Security Report, (ASR) and provide notice of the availability of the ASR to all prospective employees. This report consists of two basic parts: disclosure of the University's crime statistics for the past three calendar years; and disclosures regarding the University's current campus security policies. You may view the University's Annual Security Report. If you wish to have a paper copy of the ASR or you need to have a copy of the ASR in an accessible format, the University will provide such a copy upon request. Please contact: UMaine Police Department, 81 Rangeley Rd., The University of Maine, Orono, ME 04469-5794, or call 207.581.4053.