



# Maine School of Science and Mathematics

## *A Residential Community of Academic Excellence*

### **Anticipated Executive Assistant**

MSSM seeks a full time Executive Assistant. (to work for the Office of the Executive Director.)

The candidate must have excellent verbal and written communication skills; knowledge of database manipulation; general office equipment experience; familiar with Microsoft Office and Google applications; exemplary organizational and record management skills. The candidate must also have the ability to multi-task; work independently, be a self-starter; be flexible while working in a busy office environment and within a team.

The successful candidate will work directly with the Executive Director as well as interact with the Chair of the MSSM Board of Trustees, the Foundation Administrator and Chair of the Board of Directors.

**Job duties** include, but are not limited to, providing clerical assistance to the:

- Executive Director in the performance of his duties such as updating his calendar, scheduling meetings, making travel arrangements, etc.
- Business Manager/HR Officer with tasks relating to job postings, scheduling interviews, drafting contracts, etc.
- As well as cover the reception area, as needed; greet visitors, sort incoming mail, assist staff with copier issues, as well as with processing outgoing mail, etc.

**Compensation:** Compensation: commensurate with experience.

### **Application Requirements:**

*If you are interested in this position and meet the eligibility requirements, please complete and return the appropriate MSSM application for employment (non-teaching) [http://www.mssm.org/Employment Opportunities](http://www.mssm.org/Employment_Opportunities) a cover letter, resume, transcript and three letters of recommendation to [mssm@mssm.org](mailto:mssm@mssm.org) or via fax at 325-3340 attention: Danielle*

*MSSM is an equal opportunity employer.*

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