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Position Title: Fiscal & Administrative Coordinator (id:74429)

Campus: Orono

Department: Center on Aging - OAGE

Bargaining Unit: UMPSA

Salary Band/Wage Band: 02

Location: Orono ME

Statement of the Job:

This position primary purpose is to facilitate and enhance research related financial and administration activities at the UMaine Center on Aging. More information about the Center on Aging can be found at <https://mainecenteronaging.umaine.edu/>. **The typical hiring range for this soft-money funded position is \$38,000 to \$45,000 commensurate with qualifications and experience.**

[Complete Job Description](#)

About the University:

The University of Maine is a community of more than 11,700 undergraduate and graduate students, and 2,500 employees located on the Orono campus, the regional campus in Machias, and throughout the state. UMaine is the state land and sea grant university and maintains a leadership role as the System's flagship university. As a result, it is dedicated to providing excellent teaching, research, and service at the university, state, and national levels. Further information about UMaine can be found at <https://umaine.edu/>

The University of Maine offers a [wide range of benefits](#) for employees including, but not limited to, tuition benefits (employee and dependent), comprehensive insurance coverage including medical, dental, vision, life insurance, and short and long term disability as well as retirement plan options. As a former NSF ADVANCE institution, the University of Maine is committed to diversity in our workforce and to dual-career couples.

UMaine is located in beautiful Central Maine. Many employees report that a primary reason for choosing to come to UMaine is quality of life. Numerous cultural activities, excellent public schools, safe neighborhoods, high quality medical care, little traffic, and a reasonable cost of living make the greater Bangor area a wonderful place to live. Learn more about what the Bangor region has to offer [here](#).

Employees in the University of Maine System are required to comply with UMS COVID protocols which currently include, but are not limited to, being vaccinated, obtaining a qualified vaccination exemption, and/or participating in regular COVID testing. Further information can be found [here](#).

Qualifications:

Required:

- Minimum of Associates degree in related field.
- Typically requires three to five years of additional relevant professional experience.
- Experience with financial account management.
- Excellent written and verbal communication skills.
- Experience with office and data mgt. software including Google Suite, PowerPoint, Excel, and Word.
- Ability to travel normally requiring a valid driver's license.
- Ability to work creatively and independently within a team environment, and to manage multiple projects and deadlines.

Preferred:

- BS degree in business, finance or accounting.
- Prior professional experience in higher education.
- Prior experience in project management.
- Experience with Peoplesoft.
- Macro programming experience with Excel.
- Familiarity with UM/UMS procedures and policies.

Other Information:

Materials must be submitted via "Apply For Position" below. You will need to create a profile and application; upload:

- 1.) a cover letter which describes your experience, interests, and suitability for the position
- 2.) a resume/curriculum vitae
- 3.) contact information for three professional references

You will also need to submit the affirmative action survey, the self-identification of disability form, and the self-identification of veteran status forms. Incomplete application materials cannot be considered. Materials received after the initial review date will be reviewed at the discretion of the University.

Search Timeline is as follows:

Review of applications to begin: March 15, 2022

Screening interviews to begin no earlier than: March 22, 2022

On-site interviews to begin no earlier than: March 28, 2022

Tentative start date: April 14, 2022

For questions about the search, please contact search committee chair Len Kaye at len.kaye@maine.edu.

Appropriate background checks are required.

The University of Maine is an EEO/AA employer, and does not discriminate on the grounds of race, color, religion, sex, sexual orientation, transgender status, gender expression, national origin, citizenship status, age, disability, genetic information or veteran's status in employment, education, and all other programs and activities. The following person has been designated to handle inquiries regarding non-discrimination policies: Amie Parker, Director of Equal Opportunity, 101 North Stevens Hall, University of Maine, Orono, ME 04469-5754, 207.581.1226, TTY 711 (Maine Relay System).

Length:

Fiscal Year (12 Months)

Required Documents:

Cover Letter, References, Resume/CV