



Job Description

Job Title: Administrative/Accreditation Assistant

Division/Location: United Ambulance Services
192 Russell Street
Lewiston, ME 04240

Reports to: Education Manager

Purpose of Position and Scope of Responsibility: To provide support to managers and employees with the accountabilities/responsibilities listed as needed or directed.

Primary Accountabilities/Responsibilities:

1. Answer phone and direct calls to the correct party.
2. General office tasks such as typing and filing.
3. Publication of written reports/graphs as they relate to this position
4. Assists in the publication and organization of promotional event handouts and displays.
5. Assists with general data entry.
6. Maintains CAAHEP site designations. This role involves multiple departments as required for accreditation.
7. Educational program evaluations, such as employer surveys and other required data for accreditation. This includes creating reports for accreditation purposes, as well as reports shared with prospective students.
8. Promotes and assists the organization with all state, federal and accreditation compliance initiatives/mandates (e.g. FERPA/CAAHEP/Maine EMS, etc.)
9. Assists with "student applications"; troubleshoots online applications and collecting necessary information.
10. Assists with maintaining and developing the organization's website and social media (internal and external).
11. Assists with Training Center tasks as directed or assigned.

12. Student/Employer Survey submissions/data management.
13. Contributes to a positive work climate and team effort for both the division and company.
14. Maintains contact lists.
15. Performs related accountabilities/responsibilities as needed or directed.

Job Description – Requirements

Minimum Education: High School Diploma
Associates Degree (or higher)

Experience: 1-2 years business office setting

Qualifications: Word processing, keyboarding, bookkeeping, filing, phones, and copiers

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand; walk; use fingers, hands and arms to reach, handle or operate basic office equipment, objects, tools or controls. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl; taste or smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Signatures of Approval:

Dean: _____

Executive Director: _____

Revised: 8/10/2023