

Marine Trades Institute
JOB DESCRIPTION – ADMINISTRATIVE ASSISTANT

Position Title	Administrative Assistant
Reports To	Director of Administration & Enrollment Services
Functional Access	Works across operations, admissions, development, academics, and accelerated training
Supervises	No direct reports
FLSA Status	Non-Exempt, Part-Time
Schedule	Approximately 25 hours per week
Work Location	On-site in Cedarville, Michigan
Effective Date	August 17, 2026
Replaces	February 1, 2023

Position Summary

The Administrative Assistant provides part-time clerical, reception, recordkeeping, and administrative support for Marine Trades Institute (MTI). The position supports the institution's operations, admissions, development, academic programming, and accelerated training activities while helping maintain a welcoming and professional experience for students, prospective students, training participants, visitors, donors, and community members.

The Administrative Assistant works closely with the Director of Administration & Enrollment Services, Business Services Manager, Admissions Advisor, instructional staff, and institutional leadership. Responsibilities include front-office reception, meeting coordination, data entry, document preparation, file maintenance, mail processing, event support, and registration assistance for accelerated training and other short-term programs.

The position performs routine administrative and transaction-processing duties within established procedures and internal controls. The Administrative Assistant does not independently approve purchases, payments, contracts, financial transactions, admissions decisions, or other institutional actions reserved for authorized personnel.

Required Qualifications

- Strong organizational skills and the ability to manage multiple assignments and deadlines.
- Professional and effective written, verbal, and interpersonal communication skills.
- Ability to work collaboratively within a team-based management structure.
- Proficiency with Microsoft Office and Google Workspace.
- Ability to enter, maintain, and retrieve information accurately from electronic databases.
- Strong attention to detail and a commitment to maintaining accurate records.
- Ability to handle confidential student, employee, donor, financial, and institutional information appropriately.
- Ability to work approximately 25 hours per week, including occasional evening or weekend hours.

Preferred Qualifications

- Associate degree or at least three years of relevant administrative or office experience.
- Previous experience in education, nonprofit administration, workforce training, admissions, or customer service.
- Experience using a student information system, customer relationship management system, or event-registration platform.

- Experience supporting accounts payable, accounts receivable, or other routine accounting processes.
- Familiarity with accreditation requirements and student-recordkeeping practices.

Essential Duties and Responsibilities

Administrative and Operational Support

- Provide front-office reception by answering telephone calls, greeting visitors, receiving deliveries, and directing questions to the appropriate staff member.
- Provide professional and timely assistance to students, prospective students, training participants, staff members, donors, and members of the public.
- Coordinate agendas, meeting materials, attendance records, and minutes for meetings of the Board of Directors, Program Advisory Boards, leadership team, and other institutional groups as assigned.
- Maintain administrative and business files, including address lists, mailing lists, postal databases, and electronic records.
- Process incoming and outgoing mail and coordinate institutional mailings.
- Prepare correspondence, reports, spreadsheets, forms, presentations, and other materials.
- Make travel arrangements in accordance with MTI's travel and expense policies.
- Assist with maintaining the Operations Manual and other institutional policies and procedures.
- Assist students and staff with routine technology-access questions and direct technical problems to the appropriate service provider.
- Order approved office supplies, retail merchandise, promotional materials, and admissions or development giveaways.
- Assist with scheduled campus tours, including summer tours, open houses, and other visitor activities.

Business Services Support

- Perform routine accounting and data-entry functions under the direction of the Director of Administration & Enrollment Services and Business Services Manager.
- Assist in maintaining accurate accounting, purchasing, donation, and inventory records.
- Maintain appropriate segregation of duties and follow all financial controls.
- Assist Business Services Manager with maintaining vendor files.

Admissions and Development Support

- Respond to routine student, prospective student, and donor inquiries received by telephone, email, mail, the school's website, or other communication channels.
- Track and coordinate admissions and donor materials, correspondence, and files.
- Enter and maintain accurate information in MTI's student information system and customer relationship management system, including applicant and admissions-status information.
- Assist with scheduling prospective-student visits, interviews, tours, and donor meetings.
- Support preparation and distribution of student, applicant, alumni, and donor communications, information packets, mailing campaigns, presentation materials, and event materials.
- Assist with volunteer coordination and institutional events, including orientation, open houses, student activities, graduation, fundraising events, and community events.

Accelerated Training and Programming Support

- Serve as an administrative point of contact for accelerated training and other short-term programming.
- Respond to routine inquiries regarding training schedules, registration procedures, program locations, costs, and participant requirements.
- Process participant registrations and maintain accurate registration, payment-status, attendance, and contact records.

- Enter and maintain participant information in the appropriate registration, student information, or customer relationship management system.
- Send registration confirmations, reminders, schedules, directions, required forms, and other pre-program communications to participants.
- Coordinate with instructional, admissions, business services, and marketing staff to maintain accurate program information and participant rosters.
- Prepare sign-in sheets, name badges, course materials, evaluation forms, certificates of completion, and other program documents.
- Support participant check-in, required documentation collection, post-program communication, evaluation, reporting, and record retention.

Academic and Student Support

- Provide clerical and administrative assistance to instructional staff.
- Assist with maintaining student files and academic records in accordance with institutional policies, accreditation standards, and applicable legal requirements.
- Prepare and organize student forms, attendance records, evaluation materials, certificates, and other academic documents.
- Direct student questions or concerns to the appropriate staff member and assist with follow-up as assigned.
- Support student orientation, graduation, and other academic or student-service activities.
- Perform other related duties consistent with the responsibilities of the position.

Authority and Limitations

The Administrative Assistant is authorized to complete assigned administrative, reception, registration, recordkeeping, scheduling, communication, and transaction-processing duties in accordance with established institutional procedures and the direction of the Director of Administration & Enrollment Services.

The Administrative Assistant does not independently approve expenditures, authorize payments, sign checks, transfer institutional funds, enter into contracts, establish institutional policy, make admissions or financial-aid decisions, or commit MTI resources unless specifically authorized through written institutional policy or formal delegation of authority.

The position must maintain appropriate segregation of duties and promptly report discrepancies, suspected errors, incomplete documentation, internal-control concerns, or compliance issues to the Director of Administration & Enrollment Services and, when appropriate, the President.

Working Conditions

This is a part-time, non-exempt position expected to require approximately 25 hours per week. Work is performed primarily on-site at MTI's Cedarville campus during an established schedule coordinated with the Director of Administration & Enrollment Services.

The workload may vary during accelerated training programs, student orientation, graduation, fundraising events, Board and advisory meetings, open houses, and other institutional activities. Occasional evening or weekend work may be required.

Equal Employment Opportunity

Marine Trades Institute is an equal opportunity employer and does not discriminate in employment on the basis of race, color, religion, sex, pregnancy, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, veteran status, marital status, height, weight, or any other status protected by applicable law.