



# UNIVERSITY OF MARYLAND

COLLEGE OF AGRICULTURE AND NATURAL RESOURCES

*Office of Human Resources Management & Compliance Programs*

1119 Symons Hall  
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## **POSITION ANNOUNCEMENT**

**Title:** *Program Coordinator*

**Position Number:** 102982

**Category Status:** *Exempt, Regular, Full-time*

**Unit:** *AGNR-AES-Associate Dir. (College Park, MD)*

### **Position Description:**

Under general supervision, provide moderately complex technical and administrative support to the Office of the Associate Dean for Research and Associate Director of Maryland Agricultural Experiment Station (MAES) in the College of Agriculture and Natural Resources (AGNR) at the University of Maryland, College Park. Technical tasks include developing print and digital research-related news articles; writing and posting web-based content and social media (Twitter, LinkedIn, and Facebook) feeds; developing text and graphics related to research for the college annual reports, brochures, magazines, advertisements, videos (openers and closers), capital campaign materials, and other pieces of collateral; and maintaining research portion of the college website.

### **Responsibilities:**

Administrative tasks include composing letters; keeping calendar for the Associate Director of MAES; taking care of travel requests; processing meeting registration; scheduling multi-disciplinary and multi-institutional meetings and arranging meeting logistics as appropriate; helping the Associate Dean in connecting with other units within MAES and the College of AGNR as deemed necessary for organizing meetings and other activities; procurement of services, equipment, and office supplies; keeping inventory; filing and maintaining important MAES records; and supervising student workers.

The incumbent is also expected to provide support to other MAES functions and the Research Facilities Management Office (RFMO) and communicate closely with the Business Manager of MAES to streamline all the administrative functions of the Associate Dean as it relates to each of these subunits. A degree of confidentiality is required for this position, as decisions on employment in the various Research Centers of MAES, personnel evaluation, and funding decisions are made in this Unit. This individual may be assigned from time to time to handle paperwork related to these.

### **Education:**

BS degree and 3-5 years' experience in providing technical and executive level administrative support.

**Experience:**

At least four years of executive level technical and administrative support in higher education, technology companies, or research institution.

**Knowledge, Skills, and Abilities:**

- Excellent communication skills (oral and written English)
- Familiarity with academic and research environment
- General knowledge of and skills in the practical application of standard office practices and procedures
- Friendly disposition and willingness to serve clients
- Established skill set in using Microsoft Office suite (Word, Excel, PowerPoint), WordPress, Adobe Office Suite
- Experience with Google calendar, Doodle or other online meeting scheduling sites
- Ability to plan, organize, prioritize, and execute multiple and continuing assignments with oral or written instructions
- Interact effectively with internal and external parties in a professional, courteous, and efficient manner
- Experience with University of Maryland proprietary systems such as ARES, in particular ELF, PHR, PCard, TCard, strongly preferred.

**Preferences:**

- Experience with the use of University of Maryland systems, such as KFS, PHR, eTerp, Quali
- Experience and expertise in utilizing accounting and financial procedures/systems in a University setting.

**Additional Information:**

Work is performed in a normal office environment, which includes operating standard office equipment (e.g., computer, keyboard, printer, fax machine, telephone, etc.).

Minimal travel to assist, attend or manage meetings off-campus.

Some lifting of supplies and materials.

**Salary/Benefits:** The University of Maryland offers an extensive benefits package.

**Applications:** Application should be submitted no later than March 4, 2020 or until a suitable candidate is found. Electronic application is required and must be submitted through eTerp at <https://ejobs.umd.edu> position number 102982.

*The University of Maryland Is an Equal Opportunity and Affirmative Action Employer.  
Women And Minorities Are Strongly Encouraged To Apply.*