

**UNIVERSITY OF MARYLAND**  
**COLLEGE OF AGRICULTURE AND NATURAL RESOURCES**  
**UNIVERSITY OF MARYLAND EXTENSION (UME)**  
**POSITION ANNOUNCEMENT (REPOST)**

**Title:** *Coordinator*

**Functional Title:** *Data Resource and Management Coordinator*

**Position Number:** 126162

**Category Status:** *Exempt Staff, Regular, Full-Time (12 month)*

**Unit:** *University of Maryland Extension, College of Agriculture and Natural Resources*

**Home Office Locations:** *Symons Hall, University of Maryland, College Park, MD*

The Data Resource Management Coordinator will provide significant support to the University of Maryland Extension (UME) in the area of data resources and data management. The position will reside in the College of Agriculture and Natural Resources (AGNR). Major responsibilities are listed below with emphasis on design, development, implementation and maintenance of reports, and analytic tools to collect various data to meet the federal reporting requirements for the United States Department of Agriculture (USDA) Civil Rights and Compliance for the University of Maryland Extension system. This position will provide significant support to the DEIR (Diversity, Equity, Inclusion and Respect) initiative through enhanced data collection, management, analysis, and reporting to inform DEIR planning and progress. The position will establish a collaborative working relationship with the AGNR Office of Human Resources Management and Compliance Programs by streamlining a data evaluative process for required Internal Program Assessments (IPA) to effectuate the delivery of UME Land-grant mission and outreach components. This collaboration is critical in maintaining current information on demographics of faculty, staff and stakeholders. This position it is critical to effectively communicate and market educational program impacts to federal, state, county and city funding collaborators and extramural funding partners to ensure funding at the local level.

**Responsibilities:**

- Evaluate the current reporting systems used to record and report participant and volunteer inputs for each of the key data sources, and develop a plan to organize and streamline the collection, organization and reporting of key Extension data sources in accordance with Extension leadership's stated goals or key performance indicators. This plan should include an evaluation of preexisting systems and available reporting tools to identify if new systems/tools are required to meet the stated objectives;
- Recommend, develop and implement systems and processes which improve operational efficiency through automated task and project management electronic workflows;
- Ensure proper configuration management and change controls are implemented to preserve the integrity of the data and the quality of the reporting packages provided to the end user;
- Complete in-depth analysis and interpretation of complex data and information and communicate and/or present findings in a clear and effective manner using the dashboard tools or other analytical tools as needed;
- Analyze complex data, financial information and administrative processes and assist with the development of potential solutions or policies;
- Collaborate with AGNR's Compliance office to ensure comprehensive data support for compliance programs and civil rights efforts by analyzing the quantitative validity and reliability of the state of Maryland data imports to meet the federal objectives of UME's funding agency;
- Manage or coordinate projects, systems and/or processes to achieve operational efficiencies;
- Develop written proposals to aid the advancement of business analytics or business automation initiatives; and
- Assist with the creation of dashboard presentations for the Associate Dean and Associate Director, the Assistant Director of Operations and the Assistant Director of Organizational Development as needed.

**Qualifications:****Required:**

- Bachelor's degree in Information Technology, Information Systems and/or Computer Science or relevant work experience required.
- Minimum of five years' experience in a progressively responsible position with demonstrated ability to structure and use database query tools in a financial environment and history of policy development.
- Knowledge of/experience in an academic unit.
- Excellent written and verbal communication skills.
- Excellent interpersonal skills.
- Strong analytical ability.
- A demonstrated ability to navigate sensitive issues and work collaboratively towards successful outcomes.
- Experience with graphic design.
- This position is subject to a Criminal History Record Check. Employment is contingent upon successful completion and clearance of the Criminal History Record Check.

**Preferred:**

- Master's Degree in Business Administration or related field preferred.
- Specific knowledge in dashboard development (iDashboards preferred) and Microsoft Office software specifically database and spreadsheet applications.
- Experience with programming supported by federal capacity, state and grant funding.

**Physical Demands of the Position:**

- This position is an administrative position. Work is primarily performed in an office environment during the 8:00 a.m. to 5:00 p.m. time frame.
- This position will frequently exchange information through vocal and written communication, with individuals of various ages, socio-economic, and educational backgrounds.
- Visual acuity is required to review and/or analyze written reports, spreadsheets, data and figures for accuracy. This position will also research information and prepare written materials and presentations for annual reports, budget presentations. Extensive viewing of a computer screen is normal.
- Ability to lift and carry small parcels, packages, and other items (up to 20 lbs.) between offices as well as be able to manage conflict, processes, and work within deadlines.

**Salary & Benefits:** Salary commensurate with education and experience with a base salary of \$74,160. The University of Maryland offers an extensive benefit package.

**Application Process:** All candidates must apply online at <https://ejobs.umd.edu/postings/81738>. A complete application packet includes a cover letter, resume, copies of transcripts, and three (3) professional references, including name, mailing address, telephone number, and e-mail address.

**Best Consideration Date:** **May 24, 2021** or until a suitable candidate has been identified.

*The University of Maryland, College Park, actively subscribes to a policy of equal employment opportunity, and will not discriminate against any employee or applicant because of race, age, sex, color, sexual orientation, physical or mental disability, religion, ancestry or national origin, marital status, genetic information, political affiliation, and gender identity or expression. The University of Maryland is an Affirmative Action/Equal Opportunity Employer/Veterans, Individuals with Disabilities, Minorities and women are encouraged to apply.*