

POSITION ANNOUNCEMENT FORM: UMCES--Maryland Sea Grant

Functional Title –Program Assistant

Department: University of Maryland Center for Environmental Science - Maryland Sea Grant College Program, College Park , MD

Salary: Hiring range \$35,000 - \$44,000. Salary is commensurate with experience.

Category: Exempt, Contingent Category II position that includes a benefits subsidy. This is a one year position with the possibility of a second year of support pending grant funding.

Purpose of Position:

Maryland Sea Grant (MDSG) seeks to hire a Program Assistant to work closely with the MDSG Director and Assistant Director for Research on the daily research and administrative duties in the office. These duties include, help with coordinating the summer research experience for undergraduates program and assisting with the management of research projects and annual reporting of Sea Grant funded researchers. Other duties include assisting with Maryland Sea Grant research workshops, assisting in strategic planning and program reporting efforts, reporting to the National Sea Grant Office and data management system design, building and maintenance for all programs listed above.

Duties and Responsibilities:

- Assist in the coordination of the NSF Research Experiences for Undergraduates (REU) program including overseeing, reviewing and selecting REUs from the 2013 applicant pool.
- Assist the Maryland Sea Grant's research program and project management with proposal solicitations, proposal processing and submission.
- Database management including design, building, testing, populating and generating data for analysis in support of all fellowships, the REU program, publications, project management and strategic plan implementation.
- Oversee the daily activities of 1 - 2 student workers assisting in REU application review, REU alumni tracking. REU social media sites and data management of research program metrics.
- Coordinate with the management team on RFP development, proposal submission, external mail reviews and technical panel selection and review.
- Provide support to the Director and Assistant Directors in strategic planning implementation consistent with data input to NOAA PIER for Maryland Sea Grant strategic plans 2010 – 2013 and 2014 – 2018.
- Provide support to the Director and Assistant Directors in preparation for Maryland Sea Grant's Planning, Implementation and Evaluation submission.
- Provide guidance, design, review, input on the MDSG new web site.

Qualifications:

Applicants must have strong writing and communication skills, a strong working knowledge of MS Office, database management software and Mac and PCs. Graduate work in ecology with an emphasis on research relevant to the Chesapeake Bay. Attention to detail and a solid understanding and experience with program management and the academic proposal and granting process.

To Apply:

Please send an email with a cover letter outlining your interest in the position, resume and contact information for 3 references to Ms. Adrienne Hieb at hieb@mdsg.umd.edu. To receive full consideration, applications should be received by February 18, 2013.

The University of Maryland is an Affirmative Action Equal Opportunity Employer. Minority and women candidates are encouraged to apply.