



# MARYLAND SEA GRANT COLLEGE

## Graduate Research Assistant Position Job Specifications

**Closing Date:** February 1, 2012.

**Department:** UMCES – Maryland Sea Grant College Program, College Park.

**Starting Salary:** \$20,000 - \$22,000/12-month position beginning spring semester 2012.

### Information:

This is a graduate research assistantship with Maryland Sea Grant College located in College Park. This is a 20-hour-per-week position with a flexible schedule. Pay may be higher depending on class standing in graduate program. It is a GRA position with the following benefits: Health benefits and tuition remission (10 credit hours each for the Fall and Spring semesters and 4 credits total for Summer session).

### Duties:

The areas of concentration for this assistantship include:

- Assist with Maryland Sea Grant's research program and project management.
- Primary responsibility will be to support proposal solicitations, proposal processing and submission.
- Specific duties will include data management, data entry, proposal management, assistance in proposal reviews and conducting technical review panels.
- This position includes assisting in the management of applications for the Maryland Sea Grant summer undergraduate research program.
- Other duties may include, but are not limited to, assistance in data analysis, managing undergraduate research programs, web-based proposal management and research in archives to track projects and students.

### Qualifications:

Applicants must be currently be a graduate student with a background in marine science, biology, or environmental science and must have a strong working knowledge of Microsoft Office, the worldwide web, data management software, social marketing tools, office web tools and Mac and PCs.

### Apply:

Please send an email with the subject line "GRA Application" and a pdf that includes: A cover letter outlining your interest in the position; a resume; and contact information for two references to [research@mdsg.umd.edu](mailto:research@mdsg.umd.edu). Applications will be accepted until position is filled. The University of Maryland is an Affirmative Action, Equal Opportunity Employer. Minority and female candidates are encouraged to apply.

### Diversity Statement:

Maryland Sea Grant, part of the University of Maryland Center for Environmental Science, 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, or political affiliation. Minorities and women are encouraged to apply.

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