



MARYLAND SEA GRANT COLLEGE

Student Aide Position Job Specifications

Closing Date: Open until filled, rotating openings.

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

Information:

- 10 hours/week – times are flexible, but must overlap with co-workers in the research portion of Maryland Sea Grant (MD SG). The MDSG Assistant Director for Research supervises this position with day-to-day supervision from the business office and the MD SG research GRA.
- This position primarily supports efforts of the research portion of MDSG. This primarily requires providing support for the Research Experiences for Undergraduates (REU) program, Fellowship programs, the research program's Request for Proposals (RFP) and associated program management activities.

Duties:

- Scanning REU and other fellowship applications, confidential material. Filing scanned materials in the appropriate electronic files.
- Email bounce-back management on reviewer and other databases.
- Updates to databases including: RFP, Reviewers, MDSG funded students, REU applications and REU alumni databases.
- Maintain REU – Facebook pages.
- Maintain REU – alumni database and assist in tracking and updating alumni status.
- Filing and answering the phones, as needed.
- Other opportunities include writing and learning more about the research administrative process depending on the employee's interest and time.
- Other issues that we may require additional support on besides those above may include aquatic invasive species, strategic planning and rip current research/outreach efforts by the supervisor.
- This employee may also be needed to support MDSG preparation for their 2011 review by the NOAA National Sea Grant Office.

Qualifications:

Applicants should currently be a sophomore or junior with strong academic standing with a major in or related to marine or environmental science. Applicant must have familiarity with Microsoft Office and Mac computers. This job requires a high level of attention to detail.

Apply:

Please send an email with the subject line "Student Aide 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. Applications will be accepted on a rotating basis. 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.

