

GA Position Posting Details

Title: Graduate Assistant – Support Services

Functional Title: Graduate Administrative Assistant

University Authorized FTE: .5

College/Division: VPAA-Facilities Management

Unit: Planning and Construction Administrative Support

Hiring Range Minimum:

Hiring Range Maximum:

Campus/College Information: Founded in 1856, University of Maryland, College Park is the flagship institution in the University System of Maryland. Our 1,250-acre College Park campus is just minutes away from Washington, D.C., and the nexus of the nation's legislative, executive, and judicial centers of power. This unique proximity to business and technology leaders, federal departments and agencies, and a myriad of research entities, embassies, think tanks, cultural centers, and non-profit organizations is simply unparalleled. Synergistic opportunities for our faculty and students abound and are virtually limitless in the nation's capital and surrounding areas. The University is committed to attracting and retaining outstanding and diverse faculty and staff that will enhance our stature of preeminence in our three missions of teaching, scholarship, and full engagement in our community, the state of Maryland, and in the world.

Position Summary: The Department of Design and Construction- Administrative Services is seeking a Graduate Assistant to provide administrative support to various operational units within the department. The ideal candidate will perform the following tasks on a regular basis:

- **25%** - Support Executive Staff with Microsoft Outlook scheduling, providing all administrative support as needed to coordinate meeting invitees and meeting resources.
- **25%** - Inputting and analyzing numerical and financial data and creating tables/charts. Assisting Manager in preparing ad-hoc statistical reports for staff meeting presentations.

- - **25%** - Reception duties for front desk including answering phone, greeting visitors, accepting deliveries, providing excellent customer service, etc.
 - **15%** - Filing/Scanning/Copying original correspondence and documents for various uses and for distributing copies to appropriate personnel.
 - **10%** - Maintain and organize department open space areas for daily use.
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Minimum Qualifications:

Enrolled as a degree-seeking graduate student at the University of Maryland taking no more than nine credits per fall and spring terms or half-load in summer.

The GA must be an organized and detail-oriented individual with excellent oral and written communication and customer service skills. He/she must work cooperatively in a diverse, results-oriented team environment, be flexible and able to handle many tasks simultaneously and assume responsibility for assignments; must have strong planning and organizational skills; must show initiative and be able to work independently; must have strong interpersonal skills, as evidenced by ability to work with a very diverse staff at various work levels.

The GA must possess advanced technical skills in Microsoft Excel, Adobe Acrobat and be proficient in MS Office (Word and Outlook). Experience in creating, manipulating and editing data on Microsoft platform is required.

GA is expected to work 20 hours per week on a regular schedule (i.e. morning or afternoon) between the hours of 8 a.m. and 5 p.m., Monday through Friday during the semester and 30 hours per week during the summer. Primary location is the office of the Department of Design and Construction at the Service Building on the College Park campus. Travel to/from satellite office, Greenbelt Road location is expected.

The work is in a dynamic and busy office and is typically light office work. Some lifting may be required. Student should be able to lift 40 lbs.

Student must be able to commit to a full year assistantship.

A valid U.S. driver's license is required.

Preferences:

Additional Information:

The student will receive an annualized compensation at the established GA rate for the 12 month period of the assistantship, paid bi-weekly as per University guidelines.

In addition, GAs will receive 10 credits of tuition per semester remitted as a fringe benefit during the fall and spring semesters and four credits of tuition remitted during the summer session (that is, a total of four credits for the entire summer, not four credits for each summer session).

GAs may enroll in the university employee health benefits program. GAs must enroll within 60 days of their initial employment to be eligible for a health care program.

Interested parties should send a cover letter, resume, and three references to Glenda Agorsor at gagorsor@fm.umd.edu.

Please see the Graduate School's Policies for Graduate Assistantships for more information about compensation and benefits:
http://www.gradschool.umd.edu/catalog/assistantship_policies.htm

Does this position require a background Investigation?

No

Posting Date:

April 2015

Closing Date:

Open Until Filled

Diversity Statement:

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, or political affiliation. Minorities and women are encouraged to apply.
