

GA Position Posting Details

Title: Graduate Assistant – Project Controls

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 its Project Control unit. The ideal candidate will perform the following tasks on a regular basis:

- **50%** - Provide assistance and ad-hoc support to System Administrator to support department project management platform (E-builder). Includes the review and analysis of various data tables and data imports.

- **25%** - Assist in the tracking of forecast and estimated construction cost documents within E-builder platform.
 - **25%** - Assist in the review and reconciliation of construction budget, construction costs and construction milestones within E-builder platform.
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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). Strong mathematical and/or financial knowledge, skills and abilities is a plus. Experience in creating, manipulating and editing numerical data within a database platform is a plus.

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.

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.
