

GA opportunity at ORAA:
University of Maryland, College Park

GRADUATE ASSISTANT

Full time (20 hours per week)
Office of Research Administration & Advancement (ORAA)

The Office of Research Administration & Advancement (ORAA) supports the research community of University of Maryland, College Park. The electronic research administration team within ORAA is seeking an energetic Graduate Assistant to join our dynamic staff.

Available: Immediately on an hourly basis through the remainder of the Fall Semester, up to 20 hours per week. A successful candidate could transition into the Graduate Assistant position beginning January 2011.

Responsibilities: This position plays a key role in the electronic research administration team within ORAA and provides administrative support to an ongoing training program, assists with document imaging, uses and maintains intra-office databases, and provides general office support. Special projects and other duties as assigned. People skills in this position are crucial. The successful candidate should be able to interact with the diverse constituency of the campus community, including faculty, staff, and upper administrators.

Minimum qualifications: Must be enrolled as a full-time graduate student at the University of Maryland, College Park. Ability to work independently and as part of a team. Must be able to communicate appropriately and effectively with students, administrators, and faculty. Excellent organizational skills are needed to be successful in this position. Applicants should have expertise with general office software such as the Adobe Acrobat Suite, Microsoft Word, PowerPoint, and Excel. Preferences: Blackboard/ELMS, database, and experience editing websites are plusses.

Additional Information:

Applications must include the following:

- Cover letter outlining your interest in the position

- Résumé/CV

- Three professional references with current phone numbers and email addresses.

Applications will be accepted until the position is filled. For best consideration, submit application by November 29, 2010.

To Apply: Go to <https://jobs.umd.edu/> to submit your application.