



DEPARTMENT OF
GEOGRAPHICAL SCIENCES

AT THE UNIVERSITY OF MARYLAND, COLLEGE PARK

Faculty Assistant
Start date: July/August 2019

Job Summary: This full-time position will provide budgetary and day-to-day operational support for the Department of Geographical Sciences.

Duties:

Front desk administrative support

- Greeting visitors and screening phone calls
- Taking minutes during departmental and staff meetings
- Assist with procurement and accounts payable functions (Shell Shop/KFS)
- Assist with event planning (i.e. food orders and set up)
- Order office supplies

Research and Finance/Personnel:

- Support research proposal development, reconciling accounts and assist in the preparation of applications or renewals of grants and contracts. Utilize BA4 accounting system to enter funding source changes, enter expenses, post monthly transactions, and produce summary reports.
- Serve as a backup to reconcile State and DRIF accounts
- Assist with payroll and benefits as needed (i.e. process payroll transactions, distribute paychecks, etc.)

Other duties as assigned.

Minimum Qualifications: Bachelor's degree. Strong organizational skills, adherence to deadlines, strong interpersonal and communication skills, both oral and written. Ability to handle sensitive and confidential matters with discretion and tact.

Best consideration date: July 19, 2019

Please submit a cover letter, resume and list of three references to ebecton@umd.edu.