Title: Faculty Assistant
Salary: Commensurate with experience.
Closing Date: Open until filled

DUTIES: The position will involve: coordinating international research collaborations including assisting in the logistical planning of scientific meetings, workshops, meetings and conferences, and overseeing travel arrangements; maintaining the projects’ websites; editing all technical scientific reports and papers; assisting in vital communication between co-researchers, sponsors, and collaborative organizations; assisting the project directors in administering the projects by collecting information on future funding opportunities, data processing, formulating and monitoring project budgets, assisting in proposal preparation, monitoring sub award spending and monthly reporting to the sponsor on the current level of spending and projected levels of expenditure for the remainder of the project, as well as various other tasks as required for the smooth functioning of large research projects. Both full and part time positions are available.

QUALIFICATIONS: A Bachelor’s degree is required. Appropriate experience working on research projects (2 or more years) is preferred. Prior experience should demonstrate the ability to assist in maintaining relationships with collaborators and to participate as a member of a research team, the use of computer software applications for such tasks as web site maintenance, spreadsheet design and maintenance, and project planning and management. Experience with NASA 533 reporting forms is desirable.

Candidate should be highly organized, detail-oriented and possess demonstrated ability to share knowledge through verbal and written communication skills. The candidate should be a proactive and creative problem solver with the ability to work independently and handle multiple tasks and shifting priorities.

To Apply: For best consideration, submit letter of application and a resume with the names and telephone numbers of three references to https://ejobs.umd.edu/postings/32447 by April 10, 2015. Please specify if you are interested in full-time or part-time employment, or both. Search will continue until suitable candidate is appointed. Applications from women and minorities are particularly sought. The University of Maryland is an Equal Opportunity Affirmative Action Employer.

Further information on this position and on academic and research programs of the Department may be obtained from the address above and can be found at http://www.geog.umd.edu.