

**DEPARTMENT OF ANIMAL AND AVIAN SCIENCES
COLLEGE OF AGRICULTURE AND NATURAL RESOURCES
UNIVERSITY OF MARYLAND, COLLEGE PARK**

POSITION ANNOUNCEMENT

**Academic Program Coordinator
Exempt Staff
12-month Full-Time, in-person
Position Number: 103153**

POSITION DESCRIPTION:

The position will be responsible for providing administrative support to the academic programs unit (graduate and undergraduate.) Graduate Program support will involve communicating with graduate constituents both internal and external; administrating the graduate program including admissions, communicating with and advising students, maintaining records, keeping up-to-date on changes that impact both programs, assisting with recruitment by coordinating advertising and meeting with prospective undergraduate and graduate students and giving tours, planning, executing and running departmental and recruiting events such as the Graduate Student Review Day and the Annual Symposium, and maintaining the graduate program website. Undergraduate Program Support will involve serving as the departmental scheduling officer for classrooms and courses, assisting with advising and recruitment activities, coordinating online course evaluations, assisting with new student orientations, and preparing administrative paperwork for both programs. Position will also be responsible for creating and curating content for departmental social media platforms, such as Facebook and Instagram, to engage prospective students and promote program activities, as well as other department and College related projects and duties (including committee service) as assigned.

QUALIFICATIONS:

Required:

Bachelor's degree is required. From an accredited college or university.
One year of professional secretarial, clerical, coordinator, or administrative experience. Must have the ability to communicate effectively both orally and in writing, including proofreading and editing documents; the ability to interact effectively with internal and external stakeholders in a courteous and efficient manner; the ability to handle unique needs with respect to students' concerns both diplomatically and professionally. Must have a general knowledge of and skill in the practical application of generally accepted office practices and procedures; skill in computer software, such as word processing, spreadsheets, databases, presentation programs, and email. Ability to plan, organize, prioritize, and execute multiple and continuing assignments.

Preferred:

Bachelor's degree in a field related to Agriculture or Animal Science preferred.
Animal Sciences background strongly preferred. Some experience with public speaking and presenting in front of large groups preferred.

COMPENSATION:

Salary is competitive and commensurate with qualifications. The University of Maryland offers an extensive benefits package.

Closing Date: For best consideration, applications should be submitted by **February 28, 2025**. Applications will be accepted until a suitable candidate is identified.

Applications: Applicants must apply through Workday at <https://umd.wd1.myworkdayjobs.com/UMCP>

Candidates should upload resume, unofficial transcript, cover letter to Search Committee, Department of Animal and Avian Sciences with a brief description of previous experience and the contact information for three professional references.

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.