

GRADUATE ADMINISTRATIVE ASSISTANT
Administrative and Information Support

The Maryland Population Research Center seeks a graduate assistant to provide administrative support at the Center's main office in Morrill Hall (Bldg. 040). The successful candidate will be comfortable in a support role updating information systems and assisting with fundamental office management tasks. Duties include :

- support information management team with data entry and validation
- add and update content on website, including writing and editing news items about Faculty Associates
- keep associate biographies, bibliographies, and working papers current
- assist administrative staff with research proposal preparation and grants management
- other tasks as needed.

Qualifications : Excellent English language skills; demonstrable familiarity with electronic systems as an end user; experience with both electronic and paper filing systems and databases; capacity for rapid learning of new procedures and systems. Graduate specialization in or familiarity with social science research preferred; experience with University of Maryland electronic proposal processing systems a plus. *This position does not involve technical support.*

Physical qualifications : Must be able to lift up to 40 lbs. and transit stairways in a building with no elevator.

This is a 20-hour, 9.5-month appointment with full GA benefits, including a maximum of 10-hours per semester of tuition remission and State of Maryland benefits, with possibility of renewal. Salary will be based on the current Graduate Assistant pay scale in the applicant's home unit. Enrollment in a graduate program at the University of Maryland is mandatory.

This notice is being sent to MPRC-affiliated units only, and MPRC Student Research Affiliates in good standing are preferred. Please submit a cover letter and resume with three references to wfennie@umd.edu and include the words "Info GA" in the subject line.

For best consideration, submit by 4 May 2018.

Maryland Population Research Center is an equal opportunity employer, EEO / AA, dedicated to diversity. For more information about MPRC and its mission, visit our web site :

www.popcenter.umd.edu