

POSITION TITLE: Graduate Assistant

PERSONNEL STATUS: Administrative GA, 12 months, 20 hours/week

DEPARTMENT: Division of Professional Studies, Shady Grove Programs

Note: Position will be at the Shady Grove campus in Montgomery County, Maryland

RESPONSIBILITIES: Reporting to the Program Management Specialist of UMBC at The Universities at Shady Grove, the Graduate Assistant will be responsible for providing overall support to the UMBC-Shady Grove administration in the areas of faculty support, student affairs, and student recruitment and on-boarding. The incumbent will manage form processing, textbook adoptions, provide faculty support services, and maintain the adjunct faculty offices and office supply inventory. The Graduate Assistant will also assist with recruitment processes and event preparation/support in addition to actively maintaining student databases through inquiry data entry. The Graduate Assistant will provide administrative support to staff and students as needed and complete other duties as assigned.

MINIMUM QUALIFICATIONS:

Education/Experience: Requires full-time enrollment in a degree-granting graduate program for Spring 2021 & Fall 2021 semesters at a USM institution; Requires experience in customer service; Requires excellent communication skills; Requires the ability to work independently and manage priorities from various audiences.

Availability: Requires 12-month availability (December 2020 – December 2021); 20 hours per week; Approximate start date: 11/30/2020 (Contract is eligible for renewal beyond December 2021).

REMUNERATION:

Stipend: \$624.06 per biweekly pay period

Tuition Remission: 9 credits for Spring 2021, 9 credits for Fall 2021, and 3 credits for Summer 2021 (Note: payment of student fees is the responsibility of the GA.)

Benefits: UMBC GA Health Insurance

Leave: 40 hours paid leave plus applicable UMBC holidays

APPLICATION: For best consideration, submit a cover letter *and* resume **as a single PDF file** by October 16, 2020 to cscheid1@umbc.edu. Your PDF file should be named as follows: "LastName_FirstName.PDF"