

**UNIVERSITY OF MARYLAND
COLLEGE OF AGRICULTURE AND NATURAL RESOURCES
UNIVERSITY OF MARYLAND EXTENSION**

POSITION ANNOUNCEMENT

Title: *Coordinator*

Functional Title: *Coordinator*

Position Number: *103228*

Category Status: *Exempt Staff, Regular, Full-Time*

Home Office Location: College of Agriculture and Natural Resources, Symons Hall, College Park, MD

Position Summary/Purpose of Position:

The University of Maryland Extension seeks a Coordinator to directly support the Associate Dean/Associate Director (AD) for the University of Maryland Extension. Major responsibilities are listed below with an emphasis on high-level administrative support to the Associate Dean/Associate Director and the Senior Leadership Team of the University of Maryland Extension (UME). This position will work to facilitate communication for the AD and the Senior Leadership Team with other units within the College of Agriculture and Natural Resources and the faculty and staff of the University of Maryland Extension.

Responsibilities:

- Coordinate the day-to-day operation of the AD office: manage workload, provide administrative support to the senior leadership team, is the first responder to items of urgency, coordinate office's response to news or changing policy; attend leadership team meetings and the Administrative Monday meeting.
- Work collaboratively with the AD, Assistant Directors, the Program Management Specialist, AGNR HR Office and AGNR Fiscal Office to ensure positive work flow and open communication.
- Pro-actively manage the calendar of commitments for the AD to ensure that deadlines are met and work products are complete.
- Prepare and organize meetings for the AD and senior leadership team, including goals, location, equipment, agenda, participants, and any other variables.
- Draft talking points, agendas, minutes, reports, white papers, correspondence, documents for the promotion processes associated with tenure-track and professional track faculty, etc.
- Provide editing support to proposals associated with the AD's office.
- Plan, organize, execute, and present status report on AD's mission, goals, and objectives.
- Respond promptly to faculty, staff or stakeholder complaints or inquiries by gathering information, coordinating with senior leadership and the staff in the Dean's office, discuss constituent complaints or inquiries with the AD and receives direction; responds to constituent via letter, phone, or e-mail; researches and follows up on status of projects or pending issues.
- Create and implement a strategy for information management, specifically as it pertains to document retention.
- Develop, update and coordinate an awards calendar to share with the AD, Assistant Director for Operations, and Program Leaders to ensure that UME faculty and staff are recognized for contributions to UME, AGNR, and professional associations.
- Supervise the Program Management Specialist
- Provide administrative support to the Senior Leadership team for the travel expense reimbursement process and the travel expense of the senior leadership team

Qualifications:

Required:

- Bachelor's degree.
- Five years of experience in executive administrative support
- Skilled in verbal and written communication, time management, diplomacy.
- Ability to balance conflicting priorities

- Ability to communicate clearly and concisely, both orally and in writing. Ability to establish and maintain effective working relationships.
- Ability to tactfully respond in a timely manner to inquiries and concerns of the public.

Preferred –

- Experience with administrative support of an academic unit.
- Working knowledge of local, state, and federal agencies and groups involved in college related issues.

Physical Demands of the Position:

- This position is an administrative position. Work is primarily performed in an office environment during the 8:00 a.m. to 5:00 p.m. time frame.
- This position will frequently exchange information through vocal and written communication, with individuals of various ages, socio-economic, and educational backgrounds. The ability to express or exchange ideas vocally is important, as well as the ability to hear and perceive information at normal spoken work levels.
- Visual acuity is required to review and/or analyze written reports, spreadsheets, data and figures for accuracy. This position will also research information and prepare written materials and presentations for annual reports, budget presentations. Extensive viewing of a computer screen is normal.
- Ability to lift and carry small parcels, packages, and other items (up to 20 lbs.) between offices as well as be able to manage conflict, processes, and work within deadlines.

Salary & Benefits: Salary commensurate with education and experience with a base salary of \$65,000. The University of Maryland offers an extensive benefit package.

Application Process: All candidates must apply online at <https://ejobs.umd.edu>. A complete application packet includes a cover letter, resume, copies of transcripts, and three (3) professional references, including name, mailing address, telephone number, and e-mail address.

Best Consideration Date: July 13, 2018

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, political affiliation, and gender identity or expression. Minorities and women are encouraged to apply.