



STUDENT POSITION ANNOUNCEMENT

Business Office Assistant – Maryland Sea Grant

Closing Date: Rolling until filled

Department: UMCES – Maryland Sea Grant College Program, College Park

Position Summary: Maryland Sea Grant College (MDSG) is seeking an undergraduate student Business Office Assistant with an interest in the environment during the academic year. The student should be available for 8 to 10 hours per week (schedule is flexible).

Duties:

- Provides business office support for Maryland Sea Grant, including data entry in Excel and FileMaker.
- Supports the office archiving projects, helping to review, scan and archive files.
- Assists in monitoring MDSG accounts by gathering reports and records and identifying errors and discrepancies.
- Provide office support including backup for receptionist.

Qualifications: Applicants should be an undergraduate student with strong academic standing. This job requires a high level of attention to detail and familiarity with Microsoft Excel and PC computers. We encourage environmental studies students and individuals interested in learning the business side of an environmental organization to apply.

Hiring range: This is a student position with an hourly wage of \$12 per hour.

Apply: Please send an email with the subject line “Business Office Assistant” and include as a pdf: a cover letter outlining your interest in the position; a resume; and contact information for two references to mallen@mdsg.umd.edu. Best consideration date is September 20. Applications will be accepted until position is filled.

EEO Statement: Diversity, equity, and inclusion are core values at UMCES. We strongly encourage applications from underrepresented groups, including individuals with disabilities, veterans and women.

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