



Student Aide Position Advertisement

Closing Date: September 16, 2016

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

Information:

- 10 hours/week – times are flexible, but must overlap with co-workers in the research office of Maryland Sea Grant (MDSG). The MDSG Associate Director for Research & Administration supervises this position with day-to-day supervision from the MDSG Research Program Specialist.
- This position primarily supports efforts of the research office of MDSG. This primarily requires providing support for the Research Experiences for Undergraduates (REU) program, Fellowship programs, the research program's Request for Proposals (RFP), the research program's project archiving, and associated program management activities.

Duties:

- Scanning confidential, historic project files and entering information into a project database.
- Updates to databases including: RFP, Reviewers, MDSG funded students, and REU alumni databases.
- Maintain REU alumni database and assist in tracking and updating alumni statuses.
- Other opportunities include writing and learning more about the research administrative process depending on the employee's interest and time.
- Other issues that we may require additional support on besides those above may include aquatic invasive species, outreach products, and strategic planning research/outreach efforts by the supervisor.

Qualifications:

Applications should currently be a sophomore or junior with strong academic standing with a major in or related to marine or environmental science. Applicant must have familiarity with Microsoft Office and PC computers. This job requires a high level of attention to detail.

Apply:

Please send an email with the subject line "Student Aide Application" and a pdf that includes: A cover letter outlining your interest in the position; a resume; and contact information for two references to research@mdsg.umd.edu. The University of Maryland is an Affirmative Action, Equal Opportunity Employer. Individuals with disabilities, veterans, women and minorities are encouraged to apply.

Diversity Statement:

Maryland Sea Grant, part of the University of Maryland Center for Environmental Science, 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.