Faculty Affairs Coordinator

Posting Details

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Position Number:	125592
Title:	Coordinator
Functional Title:	Faculty Affairs Coordinator
Category Status:	33-Exempt Regular
Applicant Search Category:	Staff
University Authorized FTE:	1
Unit:	INFO-College of Information Studies

Campus/College Information: Founded in 1856, University of Maryland, College Park is the state's flagship institution. Our 1,250-acre College Park campus is just minutes away from Washington, D.C., and the nexus of the nation's legislative, executive, and judicial centers of power. This unique proximity to business and technology leaders, federal departments and agencies, and a myriad of research entities, embassies, think tanks, cultural centers, and non-profit organizations is simply unparalleled. Synergistic opportunities for our faculty and students abound and are virtually limitless in the nation's capital and surrounding areas. The University is committed to attracting and retaining outstanding and diverse faculty and staff that will enhance our stature of preeminence in our three missions of teaching, scholarship, and full engagement in our community, the state of Maryland, and in the world.

Background Checks Offers of employment are contingent on completion of a background check. Information reported by the background check will not automatically disqualify you from employment.

Position Summary/Purpose of Position: The Administrative Coordinator will be a member of the INFO Faculty Affairs team coordinating a multitude of functions and activities in an efficient and effective manner. Provide high-level faculty-related administration within the Office of the Dean and senior management. This position collaborates with the Associate Dean for Faculty (ADF) and the Faculty Affairs Manager in varied functions from coordinating faculty appointments, the annual and merit review processes and faculty mentoring; organizing the faculty record management and adjunct faculty approval process; and managing the faculty search recruitment operations. The successful candidate will display high levels of initiative, pays great attention to detail, must be a highly motivated self-starter who takes direction well but is also able to work independently. The Administrative Coordinator will report to the Faculty Affairs Manager.

Benefits Summary **Top Benefits and Perks:**
[Exempt Benefits Summary](#)

Minimum Qualifications: **Education:**

- Bachelor's degree from an accredited institution.

Experience:

- Minimum of two years in program and/or project management.
- Experience with Microsoft Office and Google Suite

Knowledge, Skills, and Abilities:

- Strong oral, written, and interpersonal communication skills.
- Possesses excellent time management skills.
- Shows strong attention to detail.
- Displays a strong work ethic (conscientious and dependable).

Preferences:	**Preferences:**
	• Experience working with faculty in a university environment. • Understanding of faculty-related matters (e.g., appointments, promotions, and tenure). • Familiarity with the faculty-related policies and procedures at the University of Maryland (UMD),College Park and the Office of Faculty Affairs at UMD. • Ability to consistently deliver high-quality work within quick turnaround times. • Can effectively handle multiple issues at the same time.
Additional Certifications:	
Additional Information:	• The College of Information Studies strives to be a diverse, equitable, inclusive, and welcoming environment. Hence, we strongly encourage applications from people who identify as members of underrepresented, underserved, and/or marginalized communities. • **Please Note:** Candidates must be able to provide proof of eligibility to work in the USA. No visa sponsorship is offered for this position. • **ADA Accommodation:** Note: If you need an accommodation in the application process, please notify iSchool HR at **ischoolhr@umd.edu** • **Salary Range:** $66,690 – $70,395
Job Risks	Not Applicable to This Position
Physical Demands	Sedentary work. Employee is not subject to adverse environmental conditions.
Posting Date:	06/07/2024
Closing Date:	06/21/2024
Open Until Filled	No
Best Consideration Date	
Diversity Statement:	The University of Maryland, College Park, an equal opportunity/affirmative action employer, complies with all applicable federal and state laws and regulations regarding nondiscrimination and affirmative action; all qualified applicants will receive consideration for employment. The University is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, religion, sex, national origin, physical or mental disability, protected veteran status, age, gender identity or expression, sexual orientation, creed, marital status, political affiliation, personal appearance, or on the basis of rights secured by the First Amendment, in all aspects of employment, educational programs and activities, and admissions.

Applicant Documents

Required Documents

1. Resume
2. Cover Letter
3. List of References (no emails sent from system)

Optional Documents

Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. * How did you hear about this position?

   • LinkedIn

- UMD Job Site
- Personal Referral
- Washington Post
- Baltimore Sun
- Local Publication
- Chronicle of Higher Education
- Inside Higher Education
- INDEED
- HERC
- Hispanic Outlook
- Diverse Jobs
- HigherEdJobs
- Professional Journal
- Listserv
- Other
- SimplyHired
- CareerBliss
- Job Fairs
- Monster.Com
- Craigslist
- UMD Job Fair
- CareerBuilder