

Faculty Affairs Manager

Posting Details

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Position Number: 127079

Title: Manager

Functional Title: Faculty Affairs Manager

Category Status: 33-Exempt Regular

Applicant Search Category: Staff

University Authorized FTE: 1.00

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 College of Information Studies (INFO College) at the University of Maryland seeks a Faculty Affairs Manager to provide high-level support for the Associate Dean for Faculty (ADF) to ensure administrative functions around appointments, promotions, tenure, search and selection, and other faculty reviews are proactive, completed accurately and thoroughly, and enhance the experiences of faculty in the INFO College. This position will sit within the Faculty Affairs team at the Dean's office reporting directly to the Associate Dean for Faculty. This position will ensure that the INFO College is in compliance with College, University, and University System of Maryland policies and procedures that govern all faculty actions.

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

Minimum Qualifications: **Education:**

- Bachelor's degree.

Experience:

- Minimum of 5 years of management experience.

Knowledge, Skills, and Abilities:

- Exceptional organizational skills, including ability to create and maintain organized workflows and processes with attention to detail.
- Ability to meet competing deadlines and maintain accuracy.
- Excellent oral, written, and interpersonal communication skills.
- High degree of comfort with technology and ability to learn new systems and platforms.
- Ability to communicate professionally and effectively on behalf of the College.
- Capacity to work independently as well as collaborate with a diverse group of stakeholders including faculty, staff and external stakeholders.
- Demonstrated discretion with confidential and sensitive information and matters.
- Ability to maintain and promote a collegial and collaborative atmosphere among the College faculty and staff.

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.
- Can effectively handle multiple issues at the same time.

Additional Certifications:**Additional Information:**

ADA Accommodation: If you need an accommodation in the application process, please notify iSchool HR at ischoolhr@umd.edu

Salary: \$94,649.00 – \$99,907.50.

Job Risks

Not Applicable to This Position

Physical Demands

Sedentary work, the employee is not subject to any adverse conditions.

Posting Date:

03/14/2024

Closing Date:

03/27/2024

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

1. Curriculum Vitae

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