

Outreach Coordinator

Posting Details

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Position Number:	129339
Title:	Coordinator
Functional Title:	Outreach Coordinator
Category Status:	35-Exempt Contingent Category 2
Applicant Search Category:	Staff
University Authorized FTE:	50
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 TRACE Rehabilitation Engineering Research Center (TRACE RERC) is focused on research and development to increase accessibility of mainstream technologies important for inclusion of people with disabilities in community living and education. We are seeking a creative and highly motivated individual to spearhead outreach to diverse stakeholders, including people with disabilities, caregivers, advocacy organizations, policy and standards organizations, accessibility researchers, technology companies, and the federal government agency funding the RERC.

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

Minimum Qualifications: **Education:**
 Bachelor's Degree in communications, journalism, marketing, or other related field.

Experience:
 3 years of experience performing duties similar to those listed for this position.

Knowledge, Skills and Abilities:

- Excellent communication skills, including the ability to write clearly and concisely, listen well and ask good questions, and relate to diverse audiences.
- Ability to learn about and explain technical information to a non-technical audience.
- Superior organizational skills and attention to detail.
- Creativity related to design of media and materials.
- Ability to lead content creation teams including researchers, students, and others.

Preferences: **Preferences:**

- Experience with Google Workspace and Microsoft Office applications.
- Experience with Wordpress content management system.
- Familiarity with Adobe design products.
- Basic skills in photography and videography.

- Familiarity with APA citation format used for scholarly publications.
- Strong interest in the mission of the RERC.
- Experience or knowledge related to people living with disabilities.

Additional Certifications:**Additional Information:**

The College of Information 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.

- Candidates must be able to provide proof of eligibility to work in the USA. No visa sponsorship is offered for this position.
- The University also offers a comprehensive benefits package, including 22 Days Annual Leave; 15 Days Sick Leave; 3 Days Personal Leave; 15 Paid Holidays; Tuition Remission; Health, Dental, Vision and Prescription coverage.
- Women and minorities are encouraged to apply.
- If you need an accommodation in the application process, please notify iSchool HR at infohr@umd.edu

Part-Time Position/Grant-Funded
Salary Range: \$37,501.50 – \$39,585

Job Risks Not Applicable to This Position

Physical Demands N/A

Posting Date: 07/26/2024

Closing Date:

Open Until Filled Yes

Best Consideration Date 08/13/2024

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. Writing Sample 1

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