

# Payroll & Administrative Coordinator

## Posting Details

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<b>Position Number:</b>	125313
<b>Title:</b>	Coordinator
<b>Functional Title:</b>	Payroll & Administrative Coordinator
<b>Category Status:</b>	33-Exempt Regular
<b>Applicant Search Category:</b>	Staff
<b>University Authorized FTE:</b>	1.000
<b>Unit:</b>	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:** Reporting to the Payroll & Compliance Manager, the Payroll & Administrative Coordinator is the main contact for the College of Information Studies new, current, and former, professional and student staff regarding all payroll and visas. This position must be able to maintain strict confidentiality at all times. The Coordinator is the College's liaison to payroll, and other related administrative units in the University. Specifically, this position is responsible for processing and monitoring of payroll for all iSchool employee appointments for regular staff and faculty, as well as contingent contracts, graduate assistants, and hourly student workers. This position will process all PHR payroll transactions for the College including, new appointments, appointment changes, pay adjustments, and time entry adjustments. This position is responsible for the distribution of biweekly paychecks, preparing and distributing salary notifications, and also preparing various staffing reports as needed. This position will manage the processing of visiting scholars and work visas and may supervise Contingent staff and/or student workers.

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

**Minimum Qualifications:**

**Education:**

- Bachelor's degree **OR** a combination of education and three (3) years of direct experience.

**Experience:**

- A minimum of three (3) years of experience in a combination of payroll, human resources, budgeting, accounting or administrative staff work.

**Knowledge, Skills, and Abilities:**

- Ability to use judgment and experience to assist staff in navigating university policies.
- Ability to apply financial and analytical skills and coordinate reports to provide specific and detailed information to those requesting it.
- Skilled in the use of computer software, specifically excel, word, and PowerPoint.

- Ability to maintain effective working relationships; to present ideas and information clearly and concisely; to perform mathematical computations is necessary.
- Ability to maintain confidential and sensitive information

**Preferences:**

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- Experience with UMD systems such as PHR, ETerp.
- Experience with Workday strongly preferred.

**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](mailto:ischoolhr@umd.edu)
- **Salary Range:** \$65,700 – \$69,350.

**Job Risks**

Not Applicable to This Position

**Physical Demands**

Sedentary work. Worker is not subject to any adverse conditions.

**Posting Date:**

06/26/2024

**Closing Date:**

07/17/2024

**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

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**Required Documents**

1. Resume
2. Cover Letter

**Optional Documents**

## Posting Specific Questions

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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