Program Coordinator Position Number 121681:

The University of Maryland, College Park is seeking a Program Coordinator to help support two exciting, high impact experiential programs: Federal Fellows and Global Fellows in Washington, D.C. These programs take advantage of our location in the Washington, D.C. metropolitan area to prepare talented, diverse undergraduate students to excel in significant internships and become leaders in the domestic and international arenas. The programs combine theme-based seminar courses taught by industry experts on such topics as health policy, advocacy, sustainability, national security, global issues, and U.S. foreign policy; professional development workshops; field trips; and other policy-related learning experiences; with spring internships supported by coursework and reflective exercises.

We seek a Program Coordinator who will actively contribute to the program goals to prepare students for informed and responsible domestic and global leadership and citizenship. The key responsibilities of this Coordinator include student coaching, event logistics, administrative support and office management. The Program Coordinator will serve on the strategic advisory team for these programs. The office is collaborative, high-energy, and good-humored. For information about our programs, please visit our websites at www.globalfellowsdc.umd.edu and www.federalfellows.umd.edu.

1. **Student Coaching, Advising, and Course Support:** Provides individual coaching for students and alumni including assistance with internship applications, cover letters, resumes, interviews, and after graduation plans. Tracks and monitors student progress during process of obtaining and engaging in internships. Follows up with students on internship paperwork. Tracks and monitors student completion of program assignments. Assists in program application and admissions review process. Assists with fall and spring classroom scheduling, room reservations for general events, handling guest parking passes and instructions.

2. **Administrative Support:** Assists with preparation of reports, program assessment, student handbook, and newsletter. Reviews and reconciles credit card statements and the monthly transactions reports for the Federal & Global Fellows programs as well as for the Individual Studies Program (IVSP). Maintains schedules of student workers. Ensures information systems such as student portal and databases are up-to-date with current information. Serves as member of advisory team. Other duties as assigned.

3. **Event Coordination:** Handles logistics and participates in events (information session, workshop, site visit, showcase), including ensuring staffing, arranging food, tracking attendance, and providing records of events. Hosts information sessions as needed, escort students on site visits, and participate in informational fairs across campus. Coordinates the review of student posters for the final academic showcase event.

4. **Office Management:** Ensures the smooth day-to-day operation of the office, including distribution of information, monitoring and ordering office supplies, maintaining the physical office environment, assuring compliance with office and university policies, and assisting visitors.
### Minimum Qualifications Required to Perform Work

Candidates must have a Bachelor’s degree. Minimum of 1-2 years of relevant experience. Computer skills include knowledge of Microsoft Office (Word, Excel, Power Point) and Google Suite. The candidate must be detail-oriented, well-organized, and able to prioritize and handle multiple projects simultaneously. Excellent written and oral communication skills are required. The position demands flexibility, initiative, and some evening work may be required. The candidate must be able to work collaborative, collegially, and efficiently. Strong interpersonal skills and a strong concern for student welfare are required. Some administrative experience is preferred. A background or demonstrated interest in public service (domestic or international), NGOs, or on the Hill is strongly desired. Skills in marketing, human resources, and/or communication via email blasts, social media, newsletters, and video editing would be a plus. Experience with Adobe Creative Suite (Photoshop, Illustrator, etc.) is also desired.

### Physical Demands of Position

Physical demands of the position include ability to accompany students on site trips and help with setting up workshops, receptions, and poster events.

### How to Apply

Please note that all applications must be submitted via the University’s online employment site. Required documents consist of a resume, cover letter, and a list of at least 3 references; an unofficial transcript is optional. For best consideration apply by 7/29/2022. Candidates selected for interview will be contacted directly.

### 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. Women, minorities, LGBTQ+, veterans, and people with disabilities are encouraged to apply.

### COVID Statement

The University of Maryland has made the safety of our students, faculty and staff, and our surrounding communities a top priority. As part of that commitment, the University System of Maryland (USM) recently announced that students, faculty, and staff on USM campuses this fall, including UMD, are required to be vaccinated against COVID. As a prospective and/or a new employee at UMD, you will be required to comply with the University’s vaccination protocol. Proof of full vaccination will be required before the start of employment in order to work at any University of Maryland location. Prospective or new employees may seek a medical or religious exemption to the vaccination requirement at return.umd.edu and must have an approved exemption prior to the start of their employment. Failure to provide proof of vaccination or to obtain approval for a medical or religious exemption will result in the offer of employment being rescinded.