

Paid Positions – Data Analysis and Communications Support, Summer

Position Type: On-Campus, Part-Time or Full-Time

Description:

The Office of the Vice President for Administration & Finance seeks energetic, highly motivated, and detail-oriented students to assist with administrative tasks and other projects as assigned. Must be available to work 20-40 hours/week. *This is a paid position.*

The Division of Administration & Finance departments play an integral role in campus operations and contribute greatly to the community experience at the university. The Vice President oversees Community Engagement; Environmental Safety, Sustainability, and Risk; Facilities Management; Finance; University Human Resources; Procurement and Strategic Sourcing; Public Safety; and Real Estate.

Projects will be assigned based on qualifications and interests and may include:

- Assisting with business analytics and data management projects, including, but not limited to:
 - Conducting financial, market, operational, and other research to support strategic and business planning
 - Preparing reports by collecting, analyzing, and summarizing information and trends
 - Interpreting and evaluating research data
- Assisting with communications projects, including, but not limited to:
 - Drafting documents, electronic newsletters, and other communications materials
 - Assisting with logistics for meetings and special events
 - Designing posters, flyers, and other outreach materials
 - Supporting ongoing website projects for the division (updating websites via Drupal CMS, writing and editing website content, conducting research on website development and design, etc.)
- Assisting with special projects related to employee engagement initiatives and more

Qualifications:

Must be a current University of Maryland undergraduate or graduate student. A minimum 3.0 cumulative GPA is recommended. All applicants with the requisite skills will be considered; students with an area of study related to communications, journalism, marketing, business administration (finance, information systems, management, operations management and business analytics), or graphic design are strongly encouraged to apply.

Required:

- Proficiency in Microsoft Word, Excel, and PowerPoint
- Excellent written and verbal communication skills
- Attention to detail
- Eager to learn in a professional setting
- Ability to maintain a consistent and reliable schedule
- Discretion, and an understanding of the confidentiality associated with a Vice President's office

Desired:

- Basic photography skills
- Knowledge or experience with website and/or database management
- Experience with online research
- Familiarity with Microsoft Access, MailChimp, Drupal, InDesign, Premier Pro, and Photoshop a plus
- Advanced skills in analytics

Please submit a resume and cover letter by email to:

Division of Administration
University of Maryland
2119 Main Administration Building
College Park, MD 20742
301-405-6111
vpaf@umd.edu

Applications will be reviewed on a rolling basis.