



## DIVISION OF ADMINISTRATION

### 2024 Paid Summer Positions – Communications and Research

**Type:** On-Campus, Part-Time or Full-Time, in person

**Description:**

The Office of the Vice President for Administration seeks reliable, energetic, highly motivated, detail-oriented students to assist with administrative tasks and other projects as assigned. Must be available to work 20-40 hours/week during the summer, with a possibility of continuing the position into the following school year with a modified schedule. *This is a paid position.*

The Division of Administration plays an integral role in campus operations and contributes greatly to the university community's experience. The Vice President is the Chief Administrative Officer for the University with the following units in the Division:

- Environmental Safety, Sustainability & Risk
- Facilities Management
- University Human Resources
- Procurement & Business Services
- Public Safety
- Real Estate
- Transportation Services

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

Assisting with topical research including, but not limited to:

- Conducting financial, market, operational, and other research to support strategic, business, and process planning
- Preparing reports by collecting, analyzing, and summarizing information
- Reviewing media platforms for feedback and trends

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 workgroups to implement new division mission, vision, and values.

**Qualifications:**

Must be a current UMD undergraduate or graduate student. Minimum 3.0 cumulative GPA recommended. All applicants with the requisite skills will be considered; students with an area of study related to communications, journalism, marketing, business administration, management and business analytics, or graphic design are strongly encouraged to apply.

**Required Skills:**

- Proficiency in Google Office Suite (Google Docs/Sheets/Slides), Word, Excel, 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:**

- Knowledge or experience with website and/or database management
- Experience with online research
- Familiarity with Adobe Express, Canva, MailChimp, Drupal, Photoshop
- Advanced skills in analytics and report writing

**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  
Attn: Javiera King  
[vpadmin@umd.edu](mailto:vpadmin@umd.edu)

**Applications will be reviewed on a rolling basis.**