



DIVISION OF ADMINISTRATION

2025-2026 Paid Fall & Spring Position – Communications and Research Undergraduate Student

Position

Type: On-Campus, Part-Time, in person

Description:

The Office of the Vice President and Chief Administrative Officer seeks reliable, energetic, highly motivated, detail-oriented undergraduate students to assist with administrative tasks and other projects as assigned in our executive office environment. Must be available to work 10-14 hours/week in our on-campus office during the fall and spring semester. The Office of the Vice President and Chief Administrative Officer operates Monday through Friday, 8:00 a.m. - 5:00 p.m. and follows all university staff closures. *This is a paid position for undergraduate students only.*

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
- Public Safety
- Real Estate
- Transportation Services

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

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
- 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

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
- Developing reports and presenting findings using Google Slides presentations

Student intern will also assist with office management, duties to include:

- Front desk responsibilities
- Answering incoming phone calls and directing callers to the appropriate campus offices
- Assisting with preparation for division meetings
- Assisting Vice President's office staff with tasks as requested

Qualifications:

Must be a current UMD undergraduate 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 (Docs/Sheets/Slides), Word, Excel, PowerPoint, Canva
- 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 Drupal content management
- Experience with online research
- Familiarity with Adobe Express, Canva, MailChimp, 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

Applications will be reviewed on a rolling basis.