

Artificial Intelligence Interdisciplinary Institute at Maryland (AIM)

➤ PROGRAM ASSISTANT (Hourly)

About AIM

The Artificial Intelligence Interdisciplinary Institute at Maryland (AIM) connects AI research across the University of Maryland campus. The institute supports faculty and student researchers through seed funding, lecture and workshop series, and partnerships that bring together units working on AI from technical, social, policy, and creative angles.

- **Appointment type:** Hourly administrative support. This position is not a graduate assistantship and does not carry a stipend, tuition assistance, or benefits.
- **Hours:** 10 to 15 hours per week during the fall semester, scheduled flexibly around coursework.
- **Location:** 4459 A.V. Williams Building, University of Maryland, College Park. Hybrid arrangements are possible for portions of the work.
- **Compensation:** \$15.30 per hour.

Position Overview

AIM is hiring a 10- to 15-hour per week Program Assistant for Fall 2026, with the possibility of extending into Spring 2027. The Program Assistant will work directly with the Program Director for Research Engagement & Institute Programs to support the institute's affiliate community, its programming, and the records that keep both running.

This is a good fit for a student who wants a view into how an interdisciplinary research institute operates: who it convenes, how it decides what to fund and program, and how that work gets documented for university leadership. The role suits someone comfortable working independently on discrete assignments rather than someone looking for daily hands-on direction.

Responsibilities

Responsibilities fall into four areas. The balance among them will shift across the semester depending on the programming calendar, with event operations concentrated around scheduled programs.

Research engagement and affiliate support

- Maintain and update the AIM affiliate database, including new affiliate records and annual activity submissions



- Track affiliate responses to program interest forms and flag follow-up needed
- Conduct scans of AI-related research, centers, and initiatives across UMD units to identify potential affiliates and partners
- Assist with logistics and materials for seed funding cycles

Program and event research

- Prepare background research and short briefs on prospective speakers, moderators, and partners
- Research comparable programming at peer institutes to inform AIM's own planning
- Assemble content and reference material for lecture series, workshops, and the annual research symposium
- Draft summaries of sessions, panels, and convenings

Documentation and data

- Maintain program trackers and shared documentation in the institute's Drive
- Compile post-event data, including attendance figures and feedback synthesis
- Pull together source material for briefings prepared for university leadership
- Keep records organized and current so that program history is retrievable
- Format, edit, and prepare written materials, including meeting agendas and expense records

Event operations and logistics

- Provide on-site logistical and troubleshooting support during AIM events, including occasional evenings and weekends
- Design, produce, and order directional signage, and prepare event materials such as programs, agendas, and name badges, following UMD and AIM brand standards
- Identify and coordinate with vendors, confirming that they meet AIM's event requirements
- Recruit and coordinate volunteers for event activities such as demonstrations and research poster sessions
- Serve as a point of contact for internal and external stakeholders during event planning, including university departments, industry and corporate partners, and local vendors, under the direction of the Program Director/Manager for Research Engagement & Institute Programs
- Support additional programmatic and administrative tasks related to event planning and execution as assigned by the Program Director/Manager for Research Engagement & Institute Programs and other AIM staff.



Additional responsibilities may be assigned as needed to support AIM programs, events, and staff, within a reasonable scope and the agreed weekly hours.

Qualifications

Required

- Currently enrolled undergraduate or graduate student at the University of Maryland, College Park, in good standing
- Strong writing skills, with the ability to summarize research and complex material clearly for non-specialist readers
- Careful, organized approach to record-keeping and data entry
- Ability to manage assignments independently and communicate progress without prompting
- Comfort with Google Workspace, particularly Sheets and Docs
- Professional communication with faculty, staff, vendors, and external partners
- Availability to work occasional evenings and weekends during scheduled events

Preferred

- Academic or professional interest in artificial intelligence, science and technology policy, information studies, or a related area
- Experience conducting literature or landscape reviews
- Familiarity with event or program support in a university setting
- Experience with survey tools, form design, or database maintenance
- Working knowledge of Canva, Adobe Creative Suite, or comparable tools for signage and materials
- Experience coordinating volunteers or student workers

Terms

- This position is paid hourly. It does not include tuition assistance, health benefits, or paid leave.
- Graduate students who currently hold a graduate assistantship at UMD may hold this position only with an approved overload request, and may work no more than 10 additional hours per week beyond their assistantship.
- International students are limited by federal law to 20 hours per week of total on-campus employment while classes are in session. Students holding a full 20-hour assistantship are not eligible.



- Weekly hours will fluctuate around the event calendar. Hours above the standard weekly range must be approved in advance by the AIM Program Director/Manager for Research Engagement & Institute Programs, and will be balanced against lighter weeks so that the appointment stays within its approved total.
- The appointment is contingent on available funding and may be extended based on performance and institute needs.
- The Program Assistant reports to the AIM Program Director/Manager for Research Engagement & Institute Programs.

HOW TO APPLY

Send the following to **Mël Coles** at mcoles@umd.edu with the subject line "AIM Program Assistant":

- A current resume or CV
- A brief statement (one page or less) describing your interest in the position and any relevant experience
- A short writing sample (three to five pages, excerpt is fine)

Applications will be reviewed on a rolling basis beginning Wednesday, September 16, 2026, and will continue until the position is filled. For full consideration, please apply by Tuesday, September 15, 2026. Questions about the position can be sent to Mël Coles at mcoles@umd.edu.

The University of Maryland is an equal opportunity institution with respect to both education and employment.