

The University of Maryland, Baltimore County (UMBC) is seeking an Academic Program Specialist (APS) for the Department of Sociology, Anthropology, and Public Health (SAPH). The department also houses the MA program in Applied Sociology and collaborates closely with the Doctoral Program in Gerontology. Three core interest areas join the department's programs: health & aging in society; diversity, gender & culture; and applied social science research. The department provides a vibrant academic home for a diverse community of undergraduate and graduate students, staff, and faculty.

Working collaboratively with the program directors, department manager, and department chair, the APS identifies, prioritizes, and completes day-to-day operational tasks to support our department community. This position involves independently completing duties under general supervision and delegating tasks to student workers. The work requires comprehensive knowledge of the department's mission and operations, the ability to communicate effectively, and planning & organization skills. This position requires daily in-person office work (opening and closing shifts) but may have hybrid telework projects available throughout the year.

Specific duties include:

- Provide undergraduate program support, including pulling system reports, maintain program calendars, create and follow-up on meeting minutes, and coordinate undergraduate honor society membership and student awards.
- Draft, obtain feedback, and/or distribute as requested SAPH or GERO communications regarding program, department, or university events, deadlines, or achievements. Ensures communication is appropriate to the audience and mode of delivery.
- Maintain department meeting and event schedule, including course reservations for department-controlled spaces.
- Coordinate department events each semester by identifying suitable dates and available space, reserving room and AV equipment, ordering catering, distributing invitations, and creating marketing materials.
- Entry/first point of contact for in person, telephone, and email inquiries. Resolves inquiries per assigned duties or routes to the appropriate faculty or staff.
- Supervise student worker(s). Distributes work and provides feedback on the completion of tasks; completes regular work reviews. Plans students' work schedule to ensure regular office coverage and position support.
- Ensure completion of routine copying, scanning, or exam proctoring for faculty.
- Maintain department spaces and supplies, including assigning adjunct offices, ensuring key and swipe access, distributing postal mail, and maintain office supplies.
- Respond to equipment/copier malfunction and emergency requests for assistance (e.g., emergency copying needed/copier malfunction; room access; student/faculty emergency notification; calling for repairs or services)
- Complete purchases for GERO as needed; maintain p-card for Gerontology
- Serve as back up for payroll and PAW Procurement
- Performing other duties as assigned

Requires a bachelor's degree; one year of experience in administrative staff work management; ability to understand and interpret policies and procedures; handle sensitive and confidential information with discretion; manage multiple assignments and time deadlines, and excellent organizational skills are required. Proficiency in proofreading, editing, and knowledge of grammar required. Must have strong written and verbal communication abilities and excellent interpersonal skills. Note: A background check will be required.

Note: Additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

Pay Range 09 (starting at \$39,232) based on the University System of Maryland Pay Program. This is a full-time position and includes full university benefits.

Preferred qualifications are: 3+years' experience in administrative staff work management, strong communication skills, including ability to independently develop email, social media, and print communications; experience prioritizing and executing multiple, ongoing assignments; experience working in an academic department; having a degree in the social sciences or humanities; experience with PeopleSoft, MS Office (Excel, Word, Powerpoint) and cloud-based software (e.g., Google docs and BOX);

For best consideration, submit a cover letter, resume and contact information for three professional references by **February 13, 2023**, (applications will be accepted until the position is filled) <https://listings.umbc.edu/cw/en-us/job/494044/academic-program-specialist>.