



Graduate Assistantship: Maryland Sea Grant Research Program and Project Management

Application Review Begins: August 8, 2018

Department: UMCES – Maryland Sea Grant College Program, College Park.

This graduate assistantship (GA) will support Maryland Sea Grant's research and administrative team. This 20-hour-per-week position has a flexible schedule during business hours, and will be located at our office in College Park, MD. The GA will be responsible for:

- Supporting proposal and fellowship solicitations, proposal processing and submission, and technical review panels;
- Supporting recruiting and application processes for the Maryland Sea Grant Research Experiences for Undergraduates program;
- Supporting the development of professional development events and Sea Grant workshops;
- Drafting and reviewing documentation or manuscripts for Sea Grant programs; and
- Leading other special projects as jointly developed with the research team.

Day-to-day duties will include data management, data entry, proposal management, soliciting proposal reviews, data analysis, managing undergraduate research programs, and tracking projects and students.

Stipend and Benefits: This position follows the [UMCES General Stipend Levels](#) (GRA I \$23,500; GRA II \$24,547/12-months) and has the following benefits: Health benefits and tuition remission (10 credit hours each for the Fall and Spring semesters and 4 credits total for Summer session).

Qualifications: Applicants must currently be a graduate student with an interest in marine and coastal science, biology, environmental science, or research program management. We welcome applicants from related degree programs. Applicants must have a strong working knowledge of Microsoft Office, data management software, social media tools, office web tools, and PCs and Macs.

To Apply: Please send an email to research@mdsg.umd.edu with the subject line "Sea Grant GA Application" and attach a single PDF that includes a cover letter outlining your interest in the position; a two-page resume/CV; and contact information for two references. Applications will be accepted until position is filled.

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