POSITION TITLE: Project LIFT Coordinator

LOCATION: Office of Pre-College Programs in Undergraduate Studies

CLASSIFICATION: 12-Month Graduate Assistantship

RESPONSIBILITIES:

• Plan, market and implement college preparation workshops and summer residential programming.
• Recruit participants through marketing targeted at public and private schools and other organizations.
• Inform potential students and parents about programming and coordinate program orientation and student registration.
• Assist with managing and updating the website.
• Assist with data collection and management of program’s database.
• Implement the program’s evaluation process.
• Coordinate LIFT program orientation and student registration.
• Participate in meetings and staff development activities as directed.
• During peak periods some Saturdays and evenings may be required.
• Performing other administrative duties related to program development.
• Responsibilities will require an average weekly time commitment of 20 hours.

QUALIFICATIONS:

Baccalaureate degree from an accredited 4-year institution required. Acceptance or good standing in a graduate program at the University of Maryland at the time of appointment is required. Strong written and verbal communication skills required. Experience with the sensitivity to high school students of culturally and ethnically diverse backgrounds.

SALARY: $24,106 plus benefits

ADDITIONAL SALARY INFO: Appropriate tuition remission and access to health benefits.

All interested candidates, please email your Resume and Cover Letter to jashangupta2009@gmail.com.