



**UNIVERSITY OF MARYLAND
COLLEGE OF AGRICULTURE AND NATURAL RESOURCES
MARYLAND AGRICULTURAL EXPERIMENT STATION**

POSITION ANNOUNCEMENT

Title: Specialist

Functional Title: Communications Specialist

Position No.: 129220

Category Status: 33-Exempt Regular

Unit: AGNR-AES-Associate Director

Location: University of Maryland, College Park, MD

Position Summary/Purpose of Position:

The College of Agriculture and Natural Resources (AGNR), Maryland Agricultural Experiment Station (MAES) at the University of Maryland seeks a Communications Specialist for MAES, who will be responsible for developing a MAES communications strategy to promote the mission and research strengths of MAES, build name recognition, and ensure that important information, including research results and news from the Research and Education Centers (RECs), is communicated to key audiences. This position also facilitates connections between the College Park campus and the RECs to assist faculty with utilizing RECs for research and experiential learning, managing logistics, sharing resources, connecting faculty to REC staff and local stakeholders, and understanding and promoting the offerings of each REC. Additionally, this position assists with events, symposiums, workshops, and meeting organization to include Open Houses and workshops at the RECs as well as tours of campus and the RECs for internal and external stakeholders, working with campus departments and University of Maryland Extension staff as needed. This position supports the research functions of the College, including federal capacity programs.

Essential Duties:

- Works with the AGNR Communications Office to contribute media articles and photos about the College's scientific research contributions and highlights as they relate to MAES
- Ensures MAES research, events, and accomplishments are circulated and publicized in university publications, college newsletters, and externally facing media sources
- Maintains MAES social media accounts and updates MAES webpages on the AGNR website
- Creates newsletters to highlight research activities and accomplishments occurring at MAES facilities
- Connects AGNR faculty to MAES resources (expand this one)
- Assists with tours of campus and RECs for university leadership, government agencies and other potential partners
- Organizes workshops, open houses, and symposiums to showcase the research taking place on campus and at the RECs
- Other duties as assigned

Qualifications:

Minimum Required –

- Education: Bachelor's degree required, preferably with a science-related background
- Experience: Five to seven years of relevant experience
- Excellent organizational and customer service skills

- Excellent verbal and written communication skills
- Ability to work with a wide range of stakeholders and to establish and maintain collaborative relationships
- Proficient in Microsoft Office and Google applications

Preferred –

- Experience in event management, including knowledge of catering, event spaces, and guest coordination
- Experience providing administrative support at a higher education institution

Physical Demands/Work Environment –

- Driving
- This is an office position. This position frequently presents information through oral and written communication. Use of a computer is required for lengthy periods.
- Telework Opportunity: This is a full time position located on the College Park campus of the University of Maryland. Telework is offered in the AGNR department as determined by AGNR and UMD policy. Compliance with UMD Telework Agreement is required.

Salary: Commensurate with the Candidate's qualifications. The University of Maryland offers an extensive benefits package.

Applications:

All candidates must apply online at <https://ejobs.umd.edu> for position #129220. A complete application packet includes a current resume, a cover letter, and name and contact information of three (3) professional references.

Closing Date:

For best consideration apply before March 22, 2024. Open until filled.

Diversity Statement:

The University of Maryland, College Park, an equal opportunity/affirmative action employer, complies with all applicable federal and state laws and regulations regarding nondiscrimination and affirmative action; all qualified applicants will receive consideration for employment. The University is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, religion, sex, national origin, physical or mental disability, protected veteran status, age, gender identity or expression, sexual orientation, creed, marital status, political affiliation, personal appearance, or on the basis of rights secured by the First Amendment, in all aspects of employment, educational programs and activities, and admissions.