

**UNIVERSITY OF MARYLAND  
COLLEGE OF AGRICULTURE AND NATURAL RESOURCES  
UNIVERSITY OF MARYLAND EXTENSION (UME)**

**POSITION ANNOUNCEMENT**

**Title:** *Program Coordinator*

**Position Number:** 103254

**Category Status:** *Nonexempt, Regular (Full-Time)*

**Unit:** *AGNR-UME-Field Operations*

**Home Office Location:** Wye Research and Education Center (Queenstown, MD) or College Park

**Position Summary/Purpose of Position:**

The University of Maryland College of Agriculture and Natural Resources (AGNR) is a leading land-grant institution that provides teaching, research, and programs through the University of Maryland Extension (UME) to a diverse clientele in the State of Maryland and beyond. UME is a non-credit education provider. UME has 300+ faculty and staff members across the state, including 23 county and Baltimore City Extension offices and Research and Education Centers. This position requires extensive skills and knowledge to work with the unit's on- and off-campus operations. This position collaborates with UME faculty and staff, AGNR Human Resources and fiscal offices.

The Program Coordinator will oversee the administrative management and coordination for the UME Associate Dean and Senior Admin Team. The responsibilities of this position include but are not limited to management and oversight of statewide search processes for tenure track faculty and other departmental positions, managing and coordination of periodic reviews of administrators/unit directors, coordination of departmental/program reviews, coordination of UME events and functions, oversight of travel arrangements, budget management, and project management for the senior admin team. The coordinator will also manage the background check process for 7000+ UME volunteers. Other duties as assigned.

**Responsibilities:**

- Oversee and direct large-scale departmental projects, ensuring timely and efficient completion including: departmental and program reviews, 5-year review process for assistant directors, and administrators reviews/evaluations for the department;
- Administer the state-wide hiring process for tenure-track faculty and other departmental positions, maintaining smooth and effective operations including but not limited to: travel arrangements and budget management including expenses and reconciliations related to the search process, act as search chair coordinator and provide administrative oversight for hiring official duties as needed;
- Oversee the Provide logistical support to the senior leadership team.
- Oversee and maintain the Volunteer Background Check program and associated database.
- Liaise with the background check vendor to ensure accurate processing
- Communicate with 23 field offices and Baltimore City regarding the status of current and incoming volunteers.
- Prepare correspondence regarding the disposition of current and incoming volunteers, writing correspondence with stakeholders and volunteers of all levels to provide procedural instructions as well as policy updates, and maintaining records.
- Oversee the administrative management and coordination for the Senior Admin Team;
- Supervise the administrative and logistical needs of the senior leadership team;
- Review purchase card and travel expense statements for area directors, operations staff, and faculty state specialists.
- Oversee the fiscal management of faculty start-up funds.
- Supervise the Operations Team in reviewing and reconciling two state KFS accounts.
- Perform other assigned duties as required.

**Qualifications:**

Required –

- Bachelor’s Degree in Management, Business, Administration or related field.  
*Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for a full performance of the work of the job class 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.*
- 3 years of progressively demonstrated administrative experience in executing complex projects.
- This position is subject to a Criminal History Record Check and University of Maryland Background check. Employment is contingent upon successful completion and clearance of the Criminal History Record Check.

Preferred –

- Knowledge of academic, administrative, and operating policies and procedures of the university and unit; administrative/managerial procedures; advanced knowledge of office duties.
- Excellent organizational skills with a high degree of accountability.
- Ability to independently organize, prioritize, delete, and handle complex administrative duties.
- Broad administrative skills, strong communication and interpersonal skills, and writing skills for composing and editing routine and complex correspondence/reports.
- Demonstrated ability to navigate sensitive issues with discretion and professionalism; work with a diverse audience;
- ability to prioritize many and constantly changing assignments; and organize time and work for optimum efficiency.

**Physical Demands of the Position:**

Work is performed in an office environment and requires the ability to operate standard office equipment and keyboards. Must have the ability to lift and carry small parcels, packages, and other items (up to 25 lbs.), to walk short distances and/or drive a vehicle to deliver and/or pick up materials. Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers. The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading.

**Ability to travel regularly to both field offices and campus to attend meetings and/or training required.**

**Salary & Benefits:**

Salary will be commensurate with experience with a range of \$56,440 to \$67,000. The University of Maryland offers an extensive [benefits package](#).

**Applications:**

All candidates must apply online at <http://ejobs.umd.edu>. A complete application packet includes a letter of application, resume or a current (signed) curriculum vitae, copies of transcripts (official transcripts will be required if offered the position), and three (3) professional references, including name, mailing address, telephone number, and e-mail address.

**Closing Date:** For best consideration, apply by **September 14, 2024** or until an acceptable candidate is identified.

*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.*