Join the University of Maryland MRSEC Administrative Team

Position: Secretary

The University of Maryland MRSEC is a National Science Foundation research center of excellence. The office is run by a small administrative team. Our three key areas of programs and services are research administration, education outreach, and industrial outreach. The Secretary position will play a vital role in these areas by supporting the office operations and procedures in order to ensure organizational effectiveness and efficiency. The Secretary will be responsible for maintaining the office environment by running the front office, making travel arrangements, and compiling information for reporting purposes. The Secretary will participate in the planning and preparation of MRSEC events, along with contacting and managing MRSEC members. The hours for this position are 8:30am-5:00pm and may require off-campus or off-hours work for special events.

Duties:

- Answers telephone, screens callers, relays messages, and greets visitors.
- Picks up, sorts, and delivers office mail/materials as required.
- Maintains calendar, schedules meetings and meeting rooms.
- Processes travel approvals and reimbursement requests for MRSEC members.
- Assists in organizing and preparing materials for MRSEC education outreach programs, including event registration, assembling and disseminating information, and program logistics.
- Assists in organizing and preparing materials for MRSEC events and conferences including event registration, assembling information, catering, room reservations, and travel and logistics for visitors.
- Assists in collecting and compiling information for reporting purposes.
- Assists with paper and electronic filing systems.
- Maintains office supplies inventory.
- Operates personal computer to access e-mail, electronic calendars, and other office support software.
Knowledge, Skills, and Abilities:

- Excellent organizational and analytical skills; friendly, flexible, and service-oriented manner.
- Attention to detail and high level of accuracy.
- Ability to prioritize, coordinate, and manage multiple tasks.
- Ability to work well with staff, faculty, and clients under various deadlines.
- Excellent time management skills.
- Experience with Microsoft Office required. Experience in an academic environment and with University of Maryland systems a plus.
- Excellent interpersonal skills and team-building skills
- Communicate well both orally and in writing. Professional proficiency of English, spelling, grammar, and arithmetic.

Qualifications:

- Education (include licenses, certifications, etc.): High School Diploma or GED.
- Experience: Minimum of one year of administrative office experience.
- Other: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for 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.

To Apply:

Send resume and cover letter to:

mrsec@umd.edu

or

MRSEC
Physics Bldg. 082 Room 2120
University of Maryland
College Park, MD 20742