



Graduate Assistantship: Maryland Sea Grant Research Program and Project Management

Application Review Begins: August 17, 2020

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 (or via telework depending on the university’s COVID guidance). The GA will be responsible for:

- Supporting proposal and fellowship competitions, including proposal processing, submission, and review;
- Supporting recruitment efforts and the application processes for the National Science Foundation funded Maryland Sea Grant Research Experiences for Undergraduates summer program and other fellowships;
- Supporting the development of professional development events and Maryland Sea Grant workshops;
- Collaborate on other special projects developed with the research team.

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

Stipend and Benefits: This position follows the [UMCES General Stipend Levels](#) (GRA I \$25,060.67; GRA II \$26,176.68/12-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 be a graduate student in Fall 2020 with an interest in marine and coastal science, biology, environmental science, or research program management. We encourage diverse applicants from related degree programs and backgrounds to apply. Applicants must have a strong working knowledge of the Microsoft Office suite of programs. Applicants must be able to work in our College Park office (noting that this will be when the offices are open again).

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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