

PREP Coordinator
University of Maryland, College Park

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Posted May 28, 2019, set to expire Sep. 23, 2019

Job Title	PREP Coordinator
Department	Chemistry & Biochemistry http://www.chem.umd.edu
Institution	University of Maryland, College Park COLLEGE PARK, Maryland
Date Posted	May 28, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Administrative Support/Services
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Job Description	

This is a grant funded position that will be renewed for the duration of funding. The incumbent will be part of the Department's administrative team. The incumbent will coordinate all administrative activities associated with the PREP-Gaithersburg sponsored project that is administered through UMCP-Department of Chemistry and Biochemistry. This will include corresponding with PI, fellows, and sponsor from offer to on-boarding; preparing cost-estimates, immigration VISA's, and payroll related tasks. Bachelor's degree from an accredited college or University. Three years of progressive responsibility in payroll and/or financial management of grants or contracts. Must be a results-oriented, well-organized, self-directed, team player who can multi-task and set priorities. Demonstrated proficiency using databases, Microsoft Office Suite and shared documents is required. Candidates must be able to provide proof of eligibility to work in the USA. No H1-B Visa sponsorship is offered for this position.

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EEO/AA Policy

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact