

CSEF/CRTA Office Assistant

Center for Student Engagement and Financial Resources (CSEF)

Duties and Responsibilities

- Update academic calendars on CSEF team calendar
- Assist with updating and maintaining CSEF and CRTA web pages via CMS
- Input data through SharePoint
- Assist with updating partner institution tuition fact sheets
- Assist with research involving partner resource document
- Work with team in compiling list of events
- Create promotional materials for virtual/upcoming events
- Assist and attend virtual events as needed
- Assist with processing USG IDs
- Assist with proofreading the USG Weekly through Constant Contact
- Assist with special projects and other duties as assigned.

Qualifications

- **Must be registered at USG**
- **Must be awarded UMD Federal Work Study for academic year 2020-2021**
- Must be in good academic standing

Competencies and Skills

- Good customer service skills
- Excellent communication skills
- Familiar with Microsoft Office and Google suite

Working Conditions

- Available to work 10 - 20 hours per week
- Available to work between 9AM- 5 PM, preferably on Tuesday, Thursday, and Friday
- Have access to reliable internet, computer/laptop, and phone

How to Apply

- Please submit your resume and cover letter to Sharmaine Arias at sarias28@umd.edu and Ilona Faulks at ifaulks@umd.edu