

Center Operations Manager
University of Maryland, College Park

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Posted Nov. 23, 2021, set to expire Mar. 27, 2022

Job Title	Center Operations Manager
Department	Geographical Sciences https://geog.umd.edu
Institution	University of Maryland, College Park College Park, Maryland
Date Posted	Nov. 23, 2021
Application Deadline	Dec. 10, 2021
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Geography
Job Website	https://ejobs.umd.edu/postings/90440
Apply Online Here	https://ejobs.umd.edu/postings/90440

Apply By Email

Job Description

The Dept of Geographical Sciences is seeking a Faculty Specialist/Senior Faculty Specialist* to serve as the Center Operations Manager for our new International Center for Innovation in Geospatial Analytics and Earth Observation (GeoInnovation Center). The Center Operations Manager will work with the Director and Center leadership to help build the GeoInnovation Center and put it on a sustainable funding track. Tasks include:

- Developing Corporate and Foundation Partnerships
- Providing Center Outreach - website, twitter accounts, media news items, materials e.g. slide decks, poster templates, one-pagers.
- Coordinating International Partnerships and the associated communications
- Organizing and running the Annual Partners Meeting
- Leading the Center Annual reporting

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- Helping organize Center meetings, visitors & associated Center logistics

The position will be initially for three years and will be renewable The designation of Faculty Specialist or Senior Faculty Specialist will be determined by the level of experience of the applicant, relative to the qualifications and preferred experience for the position. In general, a Faculty Specialist has a minimum qualification of BA/BS and a Senior Faculty Specialist has a minimum qualification MA/MS and research experience preferred or a BA/BS plus three years of work experience. Salary Commensurate with qualifications or experience.

Minimum Qualifications and Required Skills

Applicants should have a BA/BS. Candidate should have experience in fundraising e.g. leading or contributing to grant proposal development and communications. A background understanding of Geospatial Analysis/Remote Sensing/Earth System Science.

Preferred Skills

Experience with international work/travel and strong interpersonal, written and verbal communication skills are preferred.

Applications should include a cover letter, a signed and dated resume, and the names and addresses (including e-mail) of 3-5 references.

For best consideration applications should be submitted no later than December 10th, 2021, but the search will continue until a suitable candidate is appointed. To Apply:
<https://ejobs.umd.edu/postings/90440>

For questions about the position, please contact Shannon Corrigan at sncorrig@umd.edu. Further information on this position and on academic and research programs of the Department can be found at <http://www.geog.umd.edu>. Applications from women and minorities are particularly sought.

EEO/AA Policy

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

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Contact Information

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

Contact Shannon Corrigan
Geographical Sciences
University of Maryland, College Park
College Park, MD

Contact E-mail sncorrig@umd.edu