



UNIVERSITY of MARYLAND
EASTERN SHORE

OFFICE OF HUMAN RESOURCE MANAGEMENT

Bird Hall Building
PRINCESS ANNE, MARYLAND 21853 –1299

(410) 651- 6400
FAX: (410) 651-6500

Academic Program Specialist
Department of Admissions and Recruitment

Reporting to the Assistant Director of Operations in Admissions and Recruitment, the Academic Program Specialist will assist the Undergraduate admissions department.

General Description of Position:

The Academic Program Specialist performs specialized administrative work supporting undergraduate admissions and recruitment at the University of Maryland Eastern Shore. This critical role serves at the center of all aspects of admission processes including but not limited to advising application platform updates, data entry and validation, decision entry, and document processing. Providing a high level of customer service and working as part of a team in a fast-paced environment. This position provides administrative coordination for assigned undergraduate programs, serving as a point of contact to prospective students, and faculty.

Personnel Status: Nonexempt, Full-time, Regular

Essential and Responsibilities may include, but are not limited to the following:

- Evaluate high school and college transcripts, test scores, and other documents required for admission to the university.
- Serve as primary data entry professional utilizing PeopleSoft relational database and Radius by Anthology (Campus Management) for data imports and exports.
- Assist in responding to incoming emails and telephone correspondence and disseminate to appropriate staff when necessary
- Accessing ng electronic platforms, such as Parchment, SCOIR, and Common Application, to retrieve documents, and to create reports.
- Creation and review of reports i.e., checklists letters to begin the process of admissions to the University of Maryland Eastern (UMES).
- Work closely with traditional, non-traditional, Veteran/Military, and International students (first time students and transfer).
- Maintaining applicant records, and organizing information for review.
- Support the Office of Admissions & Recruitment's on campus recruitment programming as assigned.
- Performs other related duties as assigned.

Required Qualifications:

- Bachelor degree (any field)
- One year of experience in administrative staff work
- Experience working in an admissions office or in higher education.
- Experience providing administrative support.
- Experience using PeopleSoft or similar relational database platform
- Experience with Microsoft Office and G (Google)Suites.

Other Requirements:

- Ability to work occasionally on evenings and weekends, if necessary. Occasional evening and weekend hours may be required during peak recruitment and enrollment periods.

Resumes will be accepted until the position is filled. Qualified applicants should submit a cover letter, resume, and the names of three current, professional references to include e-mail address and telephone number. All applicants must apply using the new online application system. Please visit <http://umes.peopleadmin.com> to apply. The successful candidate must be able to accept employment in the United States without Employer Immigration sponsorship.

UMES is an EEO/AA employer and will not discriminate against any employee or applicant because of race, age, sex, color, sexual orientation, physical or mental disability, religion, national origin, marital status, genetic information, or political affiliation. The successful candidate must be able to show acceptable documentation establishing the right to accept employment in the United States of America without employer sponsorship. Minorities, women, veterans, and persons with disabilities are encouraged to apply.