

Program Coordinator, Poland

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Company: University of Maryland Global Campus

Location: Powidz

Category: arts-design-entertainment-sports-and-media

Program Coordinator

UMGC Europe

Overseas Contingent III, (100%) Full-Time, Grade 003

University of Maryland Global Campus (UMGC) Overseas seeks a Program Coordinator.

SPECIFIC RESPONSIBILITIES INCLUDE:

Provide academic and administrative support services to prospects and students, and ensure quality assurance standards are met by being available, knowledgeable, courteous and responsive

Document all student contact through UMGC's Customer Relations Management System and schedule appropriate follow-up activities

Provide and maintain open and positive communications with host military Education Services Officer (or equivalent) and respective Education Center staff

Organize and participate in local Education Fairs, Open Houses, Semester Start-Ups, Student Appreciation Days, Local Graduations and other events as needed, professionally representing UMGC

Track and analyze class enrollments and student interest, as well as local degree progression, to provide input on scheduling; ensure classrooms are provided with adequate space and needed technology for class instruction; be present at the first class session to provide assistance to instructors and students; and assist faculty in obtaining base access to attend class on their

assigned installation

Provide assistance with processing students' military documentation (Tuition Assistance vouchers, ID cards, orders, etc.)

Distribute marketing, advertising, and mass media materials at assigned locations when permissible

Assist with base access as needed.

May provide facility support to include: opening and closing UMGC Overseas computer lab, building entrances, windows and classrooms; ensure that building rules are adhered to by UMGC Overseas students, that all UMGC Overseas labs/rooms are clean and presentable, and that all supplies are readily available.

Other job-related duties as assigned

REQUIRED EDUCATION AND EXPERIENCE:

High school diploma/GED

Background in customer service

Able to work in a fast-paced and complex environment with accurate attention to detail

Possess basic office management and clerical skills

Effective written and verbal communication skills

Good interpersonal skills

Successful applicants must be able to pass background check and meet requirements for individual logistic support (ILS).

PREFERRED EDUCATION AND EXPERIENCE:

Some college coursework

Applicants with a valid driver's license

WHO MAY APPLY: Local candidates with ILS preferred. Applicant must qualify for ILS. Criteria under which applicants qualify for ILS are: must serve the US Forces exclusively; are not

stateless persons; are nationals of a NATO state, excluding the host nation; are not ordinarily resident in the host nation.

All submissions should include a cover letter and resume. UMGC offers competitive compensation and comprehensive benefits for qualifying positions, such as tuition remission, generous leave and healthcare. For detailed benefits information, please visit: .

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