



Title: *Technology Development Graduate Assistant*

Status: *Graduate Assistant, 12-month appointment*

Supervisor: *Technical Business Analyst*

Dates: *July 1, 2022 – June 30, 2023*

Qualifications:

Required:

Earned Bachelor's degree with acceptance into a post baccalaureate graduate program at any of the USM campuses required. Must have training/experience working with web technology including: HTML, CSS, SQL, and PHP. Experience with VB.NET optional, but desired. Experience implementing Web Services (XML, SOAP, RESTful) a plus. Must have familiarity with database platforms such as Oracle DB, MSSQL DB, and Microsoft Excel. Candidate should demonstrate familiarity with requirements modeling and systems analysis/design processes. UMBC graduate students preferred.

General Responsibilities:

The Technology Development Graduate Assistant is responsible for dynamic web development, including graphical interfaces and multimedia components. This position will be involved in the ongoing implementation of a new information management system as well as the continued maintenance of legacy technology. As needed, this staff member will aid in the repair and maintenance of department hardware/software. This is a 20-hour a week, live-in position that requires participation in an after-hours on-call rotation.

Specific Responsibilities:

- Maintain and develop content for the Residential Life Website
- Build and test reports using the new department information system
- Troubleshoot issues with the electronic door and card access systems
- Maintain and repair department issued desktops, laptops and tablets
- Perform database maintenance and data requests as needed

Other:

- Maintain approximately 20 office hours per week
- Participate in bi-weekly individual meetings with supervisor and formal evaluation process once per semester
- Participate in bi-weekly unit, monthly departmental and periodic divisional meetings as schedule permits
- Attend/support some evening staff programs and events
- Maintain a positive attitude and act in a professional manner as a representative of the Residential Life Office
- Perform all related duties as requested

RESIDENTIAL LIFE

University of Maryland, Baltimore County
1000 Hilltop Circle, Baltimore, MD 21250
reslife.umbc.edu // p: 410.455.2591

Residential Life Expectations:

- Maintain approximately 20 office hours per week
- Attend the summer and winter department retreat (typically the second week in July and the second week in January) and participate in monthly department meetings (typically Wednesday mornings)
- Perform all related duties as requested

Compensation:

Remission of tuition for 9 credits per semester, or 18 credits within 12 months (does not include mandatory graduate student fees), 10-meal plan (while the University is in session). Partial University of Maryland System benefits and stipend of approximately \$18,500 for the appointment period.

Apply to:

To apply, email rlrecruitment@umbc.edu and attach a cover letter, resume, and the names and contact information of 3 references with *Technology Development Graduate Assistant* as the subject line. Please be sure that the following information is included when you name your files: Your last and first name and the document type, and the title for the position title for which you are applying. For example: Last First.Resume.Technology.

Student Affairs Mission Statement:

The Division of Student Affairs facilitates learning and prepares students for success in our multi-cultural and increasingly global society and work force.

Residential Life Mission Statement:

The mission of Residential Life is to provide facilities, services, and programs that support the academic mission of the institution and enhance the quality of life for students that live on campus. Residential Life staff foster the personal, social, academic, and leadership development of resident students and prepare them to be active and responsible citizens within the UMBC community and beyond.

Residential Life Vision Statement:

Residential Life co-creates exceptional and innovative living-learning environments for our campus community.

Residential Life Diversity Statement:

UMBC is a community composed of students, faculty, and staff of different cultures, sexes, genders, ethnicities, socioeconomic backgrounds, religious affiliations, races, sexual orientations, and levels of ability. We take pride in that diversity. Each of us must do our part to encourage productive interaction and relationships among the residents who live in our residence halls and apartments. Residential Living exposes students to individuals and experiences that will help them learn about themselves and others, and how the differences and similarities they discover impact their daily lives. We believe that there is a great deal to be learned, taught, and shared by each of us.

UMBC is an Equal Opportunity, Affirmative Action Employer. Women, persons of color, and persons with disabilities are encouraged to apply.