



INSTITUTE FOR GOVERNMENTAL SERVICE AND RESEARCH

TITLE: Faculty Research Assistant/ Case Management Technology Trainer
CATEGORY: Full-time, non-tenured faculty (40 hours per week), grant-funded, 12-month appointment
SALARY: Commensurate with Qualifications and Experience

RESPONSIBILITIES: The trainer position is responsible for developing and facilitating training on issues related to deploying and implementing the Institute's (IGSR) automated information systems and systematic approaches in support of the Maryland Department of Juvenile Services. In addition to training, this person also provides high-level technical assistance to end users; develops training curriculum and end user software documentation; assists in software testing; facilitates user groups; and assists users to incorporate software into their business practices. This position will also work with the Project Manager to develop Functional Requirements Documentation that translates the business process and end user requirements of the agency into requirements for the programmers. The Institute is a dynamic multi-faceted organization dedicated to the University of Maryland's public service mission and located in its Division of Research.

BENEFITS: The University of Maryland offers an extensive benefits package including health Insurance, retirement, paid time off, and tuition remission.

MINIMUM QUALIFICATIONS: Successful candidate will have a Masters degree in social work, public policy, criminal justice, drug treatment, or social sciences; or will have a minimum of 5 years related work experience. The candidate will also have a strong working knowledge of the juvenile justice system. Applicant must possess strong oral, written, and interpersonal skills including a strong familiarity with computer applications (MS Word, MS PowerPoint, MS Access, etc.). Background in facilitating business user groups and familiarity with information tracking systems is desirable.

TO APPLY: For best consideration, apply online by August 31, 2012 at <https://jobs.umd.edu> and click on "Faculty." You will need to submit a cover letter, resume, and three (3) professional references. The position will remain open until filled.

The University of Maryland is an equal opportunity affirmative action employer. Minority and women candidates are encouraged to apply.