Announcement: The University of Maryland Fischell Department of Bioengineering is seeking a graduate assistant to serve as project manager for the National Science Foundation (NSF) funded Engineering For US All (E4USA) project for the 2020-21 academic year. This position will report directly to the Principal Investigator of the Engineering for US All (E4USA) project. The time commitment for this position is 20 hours/week. Remote work possible.

Start date: Immediately

About the Project: E4USA is a national pilot program that for a high school engineering course. E4USA partners colleges and universities with local high schools and provides a standardized educational curriculum for high school students to learn and demonstrate engineering principles, skills and practices. The curriculum incorporates an authentic, design-based experience and affords students the opportunity to earn college credit at participating colleges and universities.

Responsibilities:

- Serving as the primary point of contact for the planning and implementation of the Engineering For US All (E4USA) project
- Coordinating with internal and external stakeholders to ensure that communication and all logistical aspects of the project are successfully completed
- Defining roles and responsibilities for the project
- Create and maintain a timeline of deliverables for the duration of the project
- Communicate timely information regarding deliverables to all stakeholders
- Coordinating and developing content for reports to be delivered to NSF and other stakeholders
- Scheduling and documenting the outcomes of all meetings, including interactions with E4USA partner schools
- Ensuring that online and technical communication is current and accurate
- Supporting curriculum development, assessment, professional development, and research teams in E4USA with administrative tasks, such as IRB documentation and other required forms
- Assisting with the recruitment of high schools
- Processing all purchase and travel requests as well as expense reports for E4USA team members and partners
- Completing other administrative duties, as assigned

Minimum Qualifications:

- Interpersonal and leadership skills
- Organization and event management skills
- Strong written and verbal communication skills
• Able to work effectively with many people in a busy environment
• Able to take initiative with very little management and supervision
• Able to multitask and meet multiple deadlines

Requires a minimum of a bachelor’s degree and two years of professional experience. A Master’s Degree can be substituted for the two years of professional experience.

**How to Apply:** Send a resume and cover letter to the E4USA team at e4usa@umd.edu. References will be requested from finalists.