



Position Announcement

Field Representative

No. 00002523 & 00001159

Location: Remote Sites: Afghanistan, Kuwait & Qatar

Category: Overseas Contingent III
Full time, but hours vary relative to site from 60 – 84 hours/week.

Description: Primary responsibilities include preparing for and carrying out college registrations, producing detailed financial reports, data entry, balancing funds, proctoring exams, textbook sales, and the extensive marketing of UMUC-Europe programs. The Field Representative must work effectively with all faculty members, the Education Center staff, as well as the administrative staff in Heidelberg. The mission of the Field Representative is to provide the best possible services to current and prospective students.

Requirements: Office, computer and organizational skills are essential. Applicants must be able to work in a fast-paced work environment with attention to detail. Effective communication and good interpersonal skills are also essential. The ideal candidate will possess flexibility, the ability to deal with ambiguity, and strong coping skills. Applicants must be either American citizens and/or eligible to obtain a U.S. military ID card and must meet clearance requirements.

The successful applicant is required to live and work in compliance with U.S. military regulations, as well as University policy. This appointment is located in either a war zone or in an area that the U.S. government has identified as hazardous due to the threat or existence of terrorist attacks.

Compensation: Benefits include health insurance and other types of insurance coverage, retirement stipend, tuition remission for undergraduate and/or graduate courses, and on-site room and board provided at no charge.

Duration: All downrange Field Rep positions are contracted for six months.

Availability: Open and Continuous

To Apply: Submit a cover letter, UMUC-Europe Application for Field Representative, and résumé to eddownrange@ed.umuc.edu:

UMUC-Europe
Attn: Office of Downrange Operations
Unit 29216
APO AE 09102

OR UMUC-Europe
Attn: Office of Downrange Operations
Im Bosseldorn 30
69126 Heidelberg, Germany

FAX: +49 (0) 6221-378-300

For further information please contact the Office of Downrange Operations at DSN 370-6762 Ext. 188 or Civilian +49 (0) 6221 378-188.