



Employment Announcement

Field Representative

Location Downrange Sites

Category Overseas Contingent III
Full-time, but hours vary relative to site from 40-84 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 long hours 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. In addition, applicants must be able to carry a minimum of 45 pounds and be able to acclimate to extreme weather conditions.

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. Extensive online and on-site training at a military training location must be completed before a candidate can be deployed.

Availability Open and Continuous

Closing Date Open Until Filled

Who May Apply Internal and local applicants will be considered first. Applicant should qualify for individual logistic support (ILS) as described in USARUE Regulation 600-700, Section III, 7-13. 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 an ordinarily resident in the host nation.

To Apply Submit a resume, cover letter and UMUC Application for Non-Teaching Employment.

U.S. Mail

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