



UMUC *Europe*

Position Announcement

Field Representative

No. 00002759

Location: Rhine Ordnance Barracks Education Center

Category: Overseas Contingent III, Full-time
Forty (40) hours per week. Some weekends and evenings may be required.

Description: The Field Representative reports to and works with the Regional Enrollment Manager in the administration of UMUC-Europe programs. It is the job of the Field Representative to ensure that quality services are provided to all current and prospective students and to be responsive to students and student issues. Primary responsibilities include the management of class registrations, financial reports, textbook sales, proctor exams, and the marketing of UMUC-Europe programs. The Field Representative must work effectively with the Regional Enrollment Manager, Education Service Officers, counselors, faculty, and administrative staff in Heidelberg.

Requirements: Applicants should have completed at least 30 semester hours of university-level course work. Office, computer, and organizational skills are essential. Applicants must be able to work in a fast-paced work environment with accurate attention to detail. Effective communication, good interpersonal and successful teamwork skills are also essential, as is the ability to deal with ambiguity.

Compensation: Grade 2 plus currency adjustment. Benefits include retirement stipend, tuition remission for undergraduate and/or graduate courses.

Availability: Immediate

Closing Date: Open Until Filled

To Apply: Internal applicants will be considered first.

Ramstein Education Center
ATTN: UMUC
435th MSS/DPE
Unit 3220, Box 370
APO AE 09094

OR

Ramstein Education Center
ATTN: UMUC
Gebäude 2120, Zimmer 401
66877 Ramstein-Flugplatz

FAX: (DSN) 480-2290 or (Civilian) 06371-47-2290

For further information, please contact Jackie Brunson-Kuhn by e-mail at:
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