

**Women in Engineering Program  
A. James Clark School of Engineering**

**Summer 2019 Federal Work Study – Program Assistant**

**Title:** Women in Engineering Program - Program Assistant

**Job Description**

**Responsibilities for the summer Program Assistant will include, but not be limited to:**

- Assist in the design and development of brochures and flyers to promote WIE programs
- Support daily operations of WIE summer programs including collecting and organizing supplies, set-up and clean-up of activities, and taking and organizing photographs.
- Provide administrative support including organizing documents, answering phones, and inputting research data.
- Assisting with planning fall events, initiatives, and efforts for current UMD students.

**Qualifications:**

- Applicants must be organized and detailed oriented. Must have good communication skills.
- Applicants should be comfortable designing print-materials (with support from professional staff)
- Applicants should be flexible and adaptable to changing schedules.

**Learning Opportunity:**

The Program Assistant will gain hands-on experience with designing print-materials for marketing and promotional purposes. They will also learn about programming planning and implementation. Additionally, they will gain knowledge on empowering and building confidence among young women who are interested in engineering (and STEM fields, generally).

To apply, please submit a resume and cover letter to Becky Kenemuth at [rzonies@umd.edu](mailto:rzonies@umd.edu) by June 1st.