START ▶▶ National Consortium for the
Study of Terrorism and Responses to Terrorism

A CENTER OF EXCELLENCE OF THE U.S. DEPARTMENT OF HOMELAND SECURITY BASED AT THE UNIVERSITY OF MARYLAND

START is now hiring a full-time Outreach Coordinator for the Summer of 2011. START, The National Consortium for the Study of Terrorism and Responses to Terrorism is a U.S. Department of Homeland Security Center of Excellence based at the University of Maryland. Approximately 20 full-time and part-time employees currently work at START's offices at the University of Maryland. For more information, visit our website at http://www.start.umd.edu/start/.

JOB SUMMARY:

The START Outreach Coordinator works with the Communication & Design Coordinator to transition START research to a variety of audiences.

PRIMARY DUTIES:

1. Assist the Communication & Design Coordinator with all outreach events and publications
2. Develop and initiate webinar series
3. Edit and coordinate the production of the START Research Review
4. Monitor website to ensure all information is current
5. Assist with social media efforts

Note: the intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties as assigned.

COMPENSATION: $10-$12 per hour, commensurate with experience. This position is a full-time summer position that is not eligible for benefits. If funding allows and the candidate is successful, there is a possibility of continuation beyond that period on a part-time or full-time basis.

MINIMUM QUALIFICATIONS: High School Diploma or GED

REQUIRED KNOWLEDGE/SKILLS/ABILITIES:

- Exceptional oral and written communication skills.
- Expertise in the Microsoft Office Suite.
- Ability to commit to work full-time from May 31, 2011 (or earlier) through September 9, 2011. If a current student, it is possible to arrange for the applicant to transition to part-time work to accommodate the beginning of the Fall Semester on August 31. Limited unpaid leave will be available over the summer but should not be used in excess.

PREFERENCE WILL BE GIVEN TO APPLICANTS WITH:

- A bachelor's degree from an accredited institution. However, this is open to both current undergraduate students and graduates.
- Experience working in a university setting, especially at the University of Maryland.
- Familiarity with START and interest and knowledge in the subject area of social sciences, terrorism studies or homeland security.

- High level of attention to detail and ability to work well with all of START's customers, including DHS, university professors and departments, research center directors, researchers, students, etc.
- Experience with graphic design and Adobe design software.

TO APPLY: Email a cover letter, resume, two writing samples, and contact information for two references to Danielle Hawkins at dhawkins@start.umd.edu. Be sure to mention the specific skills or experience that make you an ideal candidate. For best consideration, apply by May 9, 2011. Applications will be accepted on a rolling basis.