

**UNIVERSITY OF MARYLAND  
COLLEGE OF AGRICULTURE AND NATURAL RESOURCES  
JOINT INSTITUTE FOR FOOD SAFETY AND APPLIED NUTRITION (JIFSAN)**

**POSITION ANNOUNCEMENT**

**Title: Coordinator**

**Functional Title: Coordinator of Payroll Services**

**Position Number: 123322**

**Category: Regular Exempt, Full-Time Position**

**Unit: Joint Institute for Food Safety and Applied Nutrition (JIFSAN)**

**Location: Patapsco Building, Adjacent to the College Park Campus**

**Position Purpose:**

The Coordinator will provide payroll, benefits and accounting support to the Joint Institute for Food Safety and Applied Nutrition (JIFSAN) and the Center for Food Safety and Security Systems (CFS3) including coordination of searches/hiring process and processing visa applications. They will serve as the main contact between the unit and the College and Campus HR, Payroll and Benefits offices.

**Responsibilities:**

- Provide payroll, personnel and accounting support to the JIFSAN and CFS3. Advise the Director, faculty and staff on human resource policy and procedures. Serve as the main contact with College and Campus Human Resources offices on matters pertaining to hiring, personnel and benefits. Serve as unit creator and search coordinator for e-Terp searches.
- Responsible for all payroll processing including PHR appointments, salary adjustments, preparation of contracts/agreements, E-verify, and resolution of discrepancies. Work with program managers to manage changes in funds on sponsored program accounts. Prepare salary expense transfers in KFS. Review and submit tuition remission for faculty and staff.
- Series as the supervisor of record for the JIFSAN undergraduate student intern program. This program employs 15-20 hourly students per year that work at FDA facilities. Manage the student's payroll, schedules and timesheets. Update student internship database/web pages. Serve as JIFSAN liaison with the FDA mentors and Project Officer on matters related to this program.
- Process all employment visa applications working with both ISSS and the employee/candidate. Keep abreast of changes regarding policies and procedures for employment of foreign nationals. Ensure all foreign graduate assistants and students are in compliance with ISSS policies.
- Prepare reports for the Financial Officer and the Director from campus data sources, WOW, KFS, and Quali Research. Enter pay documents in Priority Software (BA3/BA4 for both units) Serve as alternate approver for timesheets, travel and KFS documents. Other duties as assigned

**Qualifications:**

*Required –*

- B.S. degree preferably in Accounting, Finance or a Business related field.
- 5 years progressively responsible experience in a combination of payroll, personnel, account or budgetary experience; preferably in a higher education environment.
- Strong communications skills and the ability to write effectively.
- Strong organizational skills and the ability to manage/adhere to deadlines
- Strong interpersonal and oral communication skills

- Strong computer skills required in MS Office Suite.

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*Preferred –*

- Knowledge of University Systems; PHR, KFS, i-Terp, e-Terp, KR, BA4, ELF

**Physical Demands of the Position:**

- Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.
- Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.
- Visual acuity is required to perform activities such as: preparing and reviewing data and figures viewing a computer terminal for extensive reading
- Work is performed in an office environment and requires the ability to operate standard office equipment and keyboards.

**Salary and Benefits:** Salary will be commensurate with experience, with base salary of \$48,129. The University of Maryland offers an extensive benefits package.

**Application Process:** All candidates must apply online at <https://ejobs.umd.edu>. A complete application packet includes: a cover letter, resume, contact information for three (3) professional references (including name, mailing address, telephone number, and email address)

**Closing Date:** For best consideration apply by **May 18, 2018** or until suitable applicant is found.

*The University of Maryland, College Park, actively subscribes to a policy of equal employment opportunity, and will not discriminate against any employee or applicant because of race, age, sex, color, sexual orientation, physical or mental disability, religion, ancestry or national origin, marital status, genetic information, political affiliation, and gender identity or expression. Minorities and women are encouraged to apply.*

5/4/2018