



UMUC *Europe*

Position Announcement

Field Representative Specialist

No. 00001278

Location: Human Resources, Heidelberg Administrative Offices

Category: Overseas Regular, Full Time, Grade 3

Description: The Field Representative Specialist reports to the Director of Human Resources (HR) and is responsible for the general personnel administration of field representatives to include, but not limited to, the following:

- Validating and updating employee and job data in PeopleSoft HR information system;
- Generating and analyzing PeopleSoft reports;
- Creating and maintaining field representative personnel files;
- Processing and tracking time sheets of field representatives and field monitors for monthly payroll;
- Issuing and tracking appointment letters, probationary periods, performance reviews, pay increases, leave accumulations, and field representative personnel action forms;
- Communicating HR policies and procedures to field representatives and field monitors.
- Coordinating / communicating with various internal and external offices;
- Maintaining both the HR Field Representative email account and the HR portion of the Field Representative download webpage;
- Other duties as assigned.

Requirements: The successful applicant must be highly organized and detail-oriented, with the ability to meet deadlines and work well under pressure. The job requires the highest standards of integrity and confidentiality. Preference will be given to applicants with UMUC field representative experience, proven written and verbal communication skills, experience with PeopleSoft, and an overall proficiency in computer applications. A Bachelor's degree is preferred.

Availability: 1 July 2008

Closing Date: Open Until Filled

Who May Apply: Internal applicants will be considered first.

To Apply: Submit a cover letter, UMUC-Europe Application for Non-Teaching Employment, and résumé to:

UMUC-Europe
Attn: Human Resources
Unit 29216
APO AE 09102

OR

UMUC-Europe
Attn: Human Resources
Im Bosseldorn 30
69126 Heidelberg, Germany

FAX: +49 (0) 6221 378 351

E-MAIL: edhrjobs@ed.umuc.edu

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