



*The Spelman & Johnson Group*

**POSITION SPECIFICATION**  
**UMBC—University of Maryland, Baltimore County**  
**University Registrar**

**ORIGINS AND BACKGROUND OF UMBC**

Today, UMBC is a medium-sized, public research university of nearly 13,000 diverse undergraduate and graduate students. The University has a strong entrepreneurial spirit as evidenced by its numerous collaborations between commercial, industrial, and governmental agencies. The campus houses a 41-acre research park that is home to many high-tech companies. In addition, UMBC supports early stage technology and life sciences companies through its incubator and accelerator programs that provide business development mentoring, as well as access to UMBC researchers and students.

As an Honors University and one of only two public research universities in Maryland, UMBC attracts top undergraduate and graduate students of all backgrounds. For undergraduates, UMBC offers special learning opportunities traditionally found at small liberal arts colleges. With 75 percent of freshmen living on-campus and a total of 37.4 percent of all undergraduates in residence, UMBC is a very vibrant campus community and chosen as the #1 "Up and Coming University" by *U.S. News & World Report's, America's Best Colleges Guide*.

UMBC's origins are in the dramatic expansion of higher education after World War II and the Korean Conflict, when a college education became a more accessible goal for many Americans. It was during this period that the Baltimore-Washington area experienced significant growth, as the federal government expanded and the industries around the Chesapeake Bay grew along with new suburban communities. For most of the state's history, The University of Maryland in College Park dominated general higher education including medical and law schools in downtown Baltimore. Beginning in the 1950s several state commissions investigated the needs of higher education in Maryland and began planning for the eventual matriculation of the postwar "baby boom" bulge.

By 1963, the Maryland legislature approved the development of several new colleges, including a new campus to serve the Baltimore area. By the end of the year, significant acreage and facilities that housed the Spring Grove State Hospital were acquired in Baltimore County, edging out Baltimore City based constituencies. Architectural design and planning went forward and in early 1965, Dr. Albin O. Kuhn, a distinguished professor and administrator at The University of Maryland College Park, was named Vice President of the "Baltimore Campuses," which included the professional schools in Baltimore and the new Baltimore County campus. Shortly thereafter, John Haskell, Jr. became first Librarian, and Dr. Homer Schamp, also of College Park, the first Dean of Faculty. In only eighteen months, the new campus was ready for the first semester of classes in Fall of 1966.

The first classes at UMBC coincided with sweeping and turbulent changes in society, as the civil rights movement coalesced and became more activist, the war in Vietnam escalated, and the free speech and anti-war movements swelled to challenge established customs and expectations. While protests, demonstrations, and other activities were not as militant or violent as at other campuses, the early atmosphere at UMBC was

already decidedly nontraditional and somewhat experimental. UMBC remained an entirely commuter campus until the first residence hall opened in the Spring of 1970.

UMBC has come a long way since its founding in 1966. In addition to innovative undergraduate programs, UMBC also houses highly regarded graduate programs in the Social Sciences, Natural Sciences, and Engineering. The University is also well on its way to achieving the goal of securing \$100 million as part of its seven year capital campaign. The current UMBC endowment is approximately \$45 million.

## **UNIVERSITY MISSION**

UMBC is a dynamic public research university integrating teaching, research, and service to benefit the citizens of Maryland. As an Honors University, the campus offers academically talented students a strong undergraduate liberal arts foundation that prepares them for graduate and professional study, entry into the workforce, and community service and leadership. UMBC emphasizes science, engineering, information technology, human services and public policy at the graduate level. UMBC contributes to the economic development of the State and the region through entrepreneurial initiatives, workforce training, K-16 partnerships, and technology commercialization in collaboration with public agencies and the corporate community. UMBC is dedicated to cultural and ethnic diversity, social responsibility, and lifelong learning.

## **UMBC VISION**

UMBC: An Honors University in Maryland seeks to become the best public research university of our size by combining the traditions of the liberal arts academy, the creative intensity of the research university, and the social responsibility of the public university. We will be known for integrating research, teaching and learning, and civic engagement so that each advances the others for the benefit of society.

## **THE CAMPUS AND THE COMMUNITY**

### Location

UMBC is located ten minutes from Baltimore, 30 minutes from Washington, DC, and six minutes from the Baltimore Washington International Airport (BWI). The open-air walkways and shops of Baltimore's Harborplace, as well as Camden Yards, home of the Orioles, and M&T Bank Stadium, home of the Ravens, are also convenient to UMBC.

Much of the campus is located in the community of Catonsville with a population of about 40,000. In 2007, *Money* magazine ranked Catonsville the 49th best place to live in the USA, third best in all of Maryland and Virginia. Catonsville is also home to the Community Colleges of Baltimore County. While the area was once a quiet bedroom community, Catonsville is experiencing a transformation and infusion of new and dynamic energy, thanks in large part to the presence UMBC and its research center which has attracted a number of high-tech firms and the jobs that come with them. Even as Catonsville grows, it still remains one of the more affordable areas in the state, and its schools are among the best in the Baltimore metro area.

Catonsville and the nearby community of Arbutus have retail districts with a variety of small shops and services. Ellicott City, ten minutes away from campus, is an historic mill town. The Arundel Mills Mall, located just 15 minutes away, offers shopping, entertainment, and numerous restaurants.

The University's 41 acre on-campus research and technology park (bwtech@UMBC) which opened its first building in 2001, is quickly becoming an important regional business destination, drawing both multimillion

dollar investment from the commercial real estate market and an increasing number of UMBC faculty, students, and alumni to work with tenant companies.

### Honors & Points of Distinction

- *U.S. News & World Report Best Colleges Guide* ranks UMBC #1 among up-and-coming national universities;
- *U.S. News & World Report* ranks UMBC #4 in undergraduate teaching at national universities—the highest-ranked public university in the category—tied with Stanford and just behind Dartmouth, Princeton, and Yale;
- *Princeton Review* has cited UMBC as a “Best Value” campus;
- UMBC is one of the top college chess powers in the world and consistently beats Ivy League teams in international tournaments; it is also one of a handful of U.S. universities to offer full scholarships for chess;
- The ACTiVATE program reflects UMBC’s commitment to entrepreneurship, technology transfer, and workforce development; the program has already trained nearly 100 mid-career women to start their own businesses based on technologies developed at area universities and research institutions; to date, more than 30 companies have been launched; ACTiVATE has been honored with several national awards, including the 2007 Innovation Award from the Association of University Research Parks and the 2007 Best Specialty Entrepreneurship Education Program award from the U.S. Association for Small Business and Entrepreneurship;
- The University’s ADVANCE program, funded by the National Science Foundation, has helped to nearly double the number of female tenured and tenure track STEM faculty at UMBC over the last six years;
- UMBC helps to anticipate and shape the future by producing new knowledge through faculty and student research—either individually or through a variety of partnerships; UMBC is:
  - Home to three major NASA collaborative research centers and the second most frequent NASA research partner in the nation;
  - Collaborating with IBM on The Multicore Computing Center (M2), a unique campus facility that will focus on supercomputing research related to aerospace/defense, financial services, medical imaging, and weather/climate change prediction;
  - Joining with Princeton to create a new Engineering Research Center (ERC) expected to revolutionize optics; this is one of a select number of interdisciplinary centers located at universities across the U.S.; UMBC’s optics expert, Anthony Johnson, professor of physics and computer science and electrical engineering, is the deputy director;
- UMBC is one of the nation’s few campuses where women hold the majority of tenure-track positions in chemical and biochemical engineering; more generally, since 2000, when WISE (Women in Science & Engineering program) was launched, the number of women faculty in STEM (Science, Technology, Engineering & Mathematics) departments has more than doubled (from 20 to more than 40) with at least a doubling in all ranks.

## **INSTITUTIONAL LEADERSHIP**

### Profile of the President – Freeman A. Hrabowski

Freeman A. Hrabowski, III, has served as President of UMBC since May 1992. His research and publications focus on science and math education, with special emphasis on minority participation and performance. He currently chairs the National Academies’ Committee on Underrepresented Groups and the Science & Engineering Workforce Pipeline. In 2008, he was named one of “*America’s Best Leaders*” by *U.S. News & World Report*. In 2009, *Time* magazine named him one of America’s *10 Best College Presidents*.

He serves as a consultant to the National Science Foundation, the National Institutes of Health, the National Academies, and universities and school systems nationally. He also serves on the boards of the Carnegie

Foundation for the Advancement of Teaching, Alfred P. Sloan Foundation, France-Merrick Foundation, Marguerite Casey Foundation (Chair), The Urban Institute, Constellation Energy Group, McCormick & Company, and the Baltimore Equitable Society. He has served as both member and Chair of the board of the Maryland Humanities Council.

Examples of recent honors include election to the American Academy of Arts & Sciences and the American Philosophical Society; receiving the prestigious *McGraw Prize in Education*, the U.S. *Presidential Award for Excellence in Science, Mathematics, and Engineering Mentoring*, and the Columbia University *Teachers College Medal for Distinguished Service*; being named a Fellow of the American Association for the Advancement of Science, and *Marylander of the Year* by the editors of the *Baltimore Sun*; and being listed among *Fast Company* magazine's first *Fast 50 Champions of Innovation* in business and technology. He holds honorary degrees from more than a dozen institutions, including Harvard, Princeton, Duke, Haverford College, the University of Michigan, and Georgetown University.

Dr. Hrabowski has authored numerous articles and co-authored two books, *Beating the Odds* and *Overcoming the Odds* (Oxford University Press), focusing on parenting and high-achieving African American males and females in science. Both books are used by universities, school systems, and community groups around the country.

A child-leader in the Civil Rights Movement, Dr. Hrabowski was prominently featured in Spike Lee's 1997 documentary, *Four Little Girls*, on the racially motivated bombing in 1963 of Birmingham's Sixteenth Street Baptist Church. Born in 1950 in Birmingham, Alabama, Dr. Hrabowski graduated at age 19 from Hampton Institute with highest honors in mathematics. At the University of Illinois at Urbana-Champaign, he received his M.A. (mathematics) and four years later his Ph.D. (higher education administration/statistics) at age 24.

#### Provost and Senior Vice President for Academic Affairs – Elliott Hirshman

Elliot Hirshman joined UMBC as Provost and Senior Vice President for Academic Affairs on July 1, 2008. He also holds the rank of full professor in the Department of Psychology. As Provost and Senior Vice President for Academic Affairs, Dr. Hirshman is responsible for the delivery of the academic program, including instruction, research, and academic support services; enrollment management, including admissions and financial aid; and the intercollegiate athletics program. He provides leadership as UMBC continues to build excellence among the faculty, student body, and academic affairs staff. Dr. Hirshman oversees the campus planning process, working with Vice Presidents and the Planning Leadership Team to coordinate planning and budgeting for the campus.

Prior to UMBC, Dr. Hirshman served as Chief Research Officer at George Washington University, in Washington, D.C. Previously, he chaired the Departments of Psychology at George Washington (2002-05) and the University of Colorado at Denver (2000-02). He began his academic career at the University of North Carolina at Chapel Hill (1989-2000), where he served as Assistant, Associate, and ultimately full Professor of Psychology.

While at Chapel Hill, Dr. Hirshman was nominated for the American Council on Education Fellows Program, in which he participated as a Fellow in the Provost's Office at Arizona State University. Subsequently, he served as Special Assistant to the Provost at Chapel Hill. He has chaired a number of major campus groups, including the University Task Force on Student Evaluation of Teaching at Chapel Hill and the Advisory Council on Research at George Washington.

Dr. Hirshman has a strong interdisciplinary background, having earned his undergraduate degree *summa cum laude* in economics and mathematics from Yale and his Ph.D. in cognitive psychology at UCLA. His research and teaching focus on the psychopharmacology of human cognition, exploring cognitive and quantitative models of memory, attention and visual perception, and the influence of individual drugs on specific

cognitive processes. His interdisciplinary work involves collaboration among psychologists, medical doctors, and statisticians.

A Fellow of the American Psychological Association, Dr. Hirshman has served as the Associate Editor of the *Journal of Experimental Psychology: Learning, Memory & Cognition* (2000-2006) and *Psychonomic Bulletin & Review* (1998-2000).

## COLLEGES AND SCHOOLS

UMBC is comprised of six colleges and schools:

- College of Arts, Humanities and Social Sciences;
- College of Engineering and Information Technology;
- College of Natural and Mathematical Sciences;
- Erickson School (providing degree programs in the Management of Aging Services);
- Graduate School;
- School of Social Work.

## THE FACULTY

The faculty of UMBC are world-class researchers and experts in their field. They are also dedicated teachers, advisors, and mentors who champion the pursuits of their undergraduate students and advisees. During the 2009-2010 academic year, there were 480 full-time and 250 part-time members of the faculty. Of this group, women faculty held 204 full-time and 105 part-time positions. The faculty also included 29 international members. A total of 500 faculty (of which 418 were full-time members) hold a doctorate or terminal degree in their field. The Fall 2009 student-to-faculty ratio was 19:1.

## STUDENT PROFILE – FALL 2009

### Fall 2009 Enrollment 12,870

Undergraduate 9,947, graduate 2,923

Full-time: 9,656, part-time: 3,214

Male 6,743, female: 6,127

### Minority Enrollment: 37%

African American 15%

Asian American 18%

Hispanic 3%

### SAT percentiles (combined critical reading and math)

25th 1080

75th 1290

Average SAT, top quartile 1362

### Degrees Conferred – 2008-2009

|   |       |
|---|-------|
| Bachelor                                | 1,798 |
| Postbachelor's Certificate              | 99    |
| Master's                                | 476   |
| Doctoral Degrees – research/scholarship | 86    |

### Retention and Graduation Rates

|  |        |
|--|--------|
| Six-year graduation rate (2003 Cohort) | 59.04% |
| First to second year retention         | 85.2 % |

(Full-time bachelor undergraduate class entering Fall '08 and returning Fall '09)

### **ACADEMIC PROGRAM**

UMBC offers 42 majors and 41 minors and 17 certificate programs in the physical and biological sciences, social and behavioral sciences, engineering, mathematics, information technology, humanities, and visual and performing arts.

UMBC's Graduate School offers 33 master's degree programs, 24 doctoral degree programs, and 20 graduate certificate programs. Programs are offered in education, engineering, emergency health services, imaging and digital arts, information technology, aging services, life sciences, psychology, public policy, and a host of other areas of interest.

Degrees: Bachelor's, master's, doctorate, certificate

Calendar: 2 semesters, winter session, 2 summer sessions

### **UMBC ENROLLMENT MANAGEMENT**

Enrollment Management reports to the Provost and is responsible for the recruitment, admission, enrollment, academic advising, and retention of undergraduate students. This cluster also manages financial aid and scholarship programs, and classroom scheduling, as well as collaborates closely with the Graduate School to assure the registration and degree progress of graduate students and the recording and maintenance of grades and integrity of all academic records. Enrollment Management units include:

- Undergraduate Admissions and Orientation;
- Financial Aid/Scholarships;
- Registrar;
- Academic Advising.

*Appendix A* contains an organization chart illustrating key management positions of the Enrollment Management division.

### **PROFILE OF THE ASSISTANT PROVOST, ENROLLMENT MANAGEMENT – YVETTE MOZIE-ROSS**

Yvette Mozie-Ross is the Assistant Provost for Enrollment Management, a position she has held for the last five years. In addition to the directors of Undergraduate Admissions, Financial Aid/Scholarships, Academic Advising, and the University Registrar, the following positions also directly report to Mozie-Ross:

- Technical Services Manager;
- Information Technology Manager/PS SA Functional Lead;
- Enrollment Management Specialist;
- Administrative Assistant.

Mozie-Ross is a graduate of UMBC and has over twenty years of service to the institution. Her first position was as a residence life graduate assistant. After completing her master's degree she began her career in

admissions, progressing from counselor to assistant, then associate director before being named director of admissions. By the late 1990's, her responsibilities broadened considerably to include greater involvement in enrollment management. She is an enthusiastic ambassador of the institution and dedicated to ensuring that students connect very early on with others in the campus community to foster success, engagement, and retention to graduation. Mozie-Ross has been an instrumental and highly engaged leader throughout a period of substantial growth, during which the University has increased in every dimension—overall enrollment, diversity, selectivity, and national prominence. At present, Mozie-Ross is working towards the completion of her doctorate degree in Higher Education at the University of Maryland, College Park.

## **HISTORY OF THE POSITION - UNIVERSITY REGISTRAR**

UMBC is a young institution. From the late 1980's to 2000, the University grew from 6,600 to 10,000 students and in recent years has expanded further to its present day enrollment of just under 13,000. Academic policies, procedures, and protocols have continued to evolve as the institution has matured. In 2003, the University created a planning document known as the *Strategic Framework for 2016* which outlined a strategic plan for the institution and goals to be achieved by the institution's 50<sup>th</sup> anniversary of its founding. An important supporting goal targeted in this document focused on professionalizing and enhancing the management of both business and student services.

The functional scope and operation of the Office of the Registrar has also evolved as the University has grown. Throughout the 1980's the University had a very traditional registrar. The 1990's brought the functions of the registrar together with academic advising forming a new organization known as Academic Services. This was a trial One-Stop operation that in retrospect did not achieve all the goals individuals had envisioned when it was initiated.

By 2007, the University decided to re-establish the Office of the Registrar as a separate department. Dr. Stephen Robinson was recruited to fill the leadership position of University Registrar and is credited with bringing valuable experience and vision to the role. During his two-year tenure, he made numerous improvements in the operational efficiency of the department and expanded online services. Robinson also led the Office through the final phase of its successful conversion to the PeopleSoft system which brought the student records module live in October 2008. He left UMBC for another professional opportunity in 2009. The University engaged SJG—The Spelman & Johnson Group to support the search for his successor in late Spring, 2010.

The University Registrar will have oversight of a total budget of \$947,690 and will lead a staff of approximately 20 FTEs, including eight direct reports:

- Associate Director/Systems Development;
- Assistant Registrar/ Student Services;
- Assistant Registrar/ Records;
- Assistant Registrar/ Scheduling and Classroom Planning;
- Assistant Registrar/Registration/Enrollment Services (Vacant);
- Assistant Registrar/Special Enrollments (Vacant);
- Associate Director/Undergraduate Progress;
- Administrative Assistant II—shared position with Director of Academic Advising.

The staff in the Office of the Registrar represent a mix of experienced and developing professionals. Despite the demands of keeping up with a growing enrollment, adoption of a new college structure in recent years, and the implementation of a new student information system, staff remain enthusiastic about their work and their role in strengthening student services on campus. Currently, searches are in progress to fill the two Assistant Registrar vacancies on staff. *Appendix B* contains an organizational chart of the Office of the Registrar.

## **RESPONSIBILITIES OF THE POSITION**

Reporting to the Assistant Provost for Enrollment Management, the University Registrar is a collaborative expert and key member of the enrollment management team. The Registrar provides leadership and support in developing the conceptual framework and implementation of services essential to the academic enterprise—including oversight of academic records, course registration, class scheduling, articulation agreements, degree audit, and undergraduate progression toward degree completion. The Registrar is responsible for working in partnership with the faculty, academic department heads, faculty senate, and student government to develop, implement, and educate the campus community concerning academic policies and procedures. Additionally, the Registrar leads a staff of 20 staff professionals and collaborates with many internal stakeholders to develop and implement a welcoming, student-centered process balancing technology with efficient and professional service. The Registrar is directly responsible for managing academic information, policies and compliance, retention data, and progress toward degree completion for UMBC's undergraduate and graduate students, as well as records for alumni.

## **Characteristics of the Successful Candidate**

Qualifications of a successful candidate include:

- Bachelor's degree, with a minimum of five years supervisory level experience in higher education, preferably in an academic services area;
- Demonstrated record of progressive professional responsibility and leadership;
- Strong background in the effective use of technology to improve systems and delivery of services;
- Experience implementing academic policy in collaboration with a variety of campus constituencies;
- Must have the ability to evaluate and assess systems, facilitate change processes, and possess a vision for strengthening service through the integration of best practices and ongoing investment in staff development;
- Familiarity with traditional and satellite campuses as well as hybrid and online learning environments helpful;
- Knowledge of integrated institutional ERP software systems (PeopleSoft system knowledge preferred).

In addition to the qualifications noted above, the following characteristics, attributes, and experiences of an ideal candidate were consistently identified by UMBC stakeholders:

- Must be very collaborative with regards to decision-making and relationship building;
- Demonstrate an ability to work effectively within an environment of strong shared governance;
- Possess strong communication and active listening skills;
- Bring a solid knowledge of the breadth and depth of registrar responsibilities, including policies and protocols for access, privacy, and security of student information; management of degree and certification and issuance of official transcripts and diplomas; compliance issues; maintenance of academic records and institutional history of academic decisions; and ability to harness available technological resources to assure proper data management and delivery of services to students, faculty, and administrators;
- Support staff development and a strong team environment;
- Be a facilitator of change with the capacity to build alliances and bring others onboard with new initiatives;
- Bring strong leadership, vision, and managerial skills to the position;

- Be adaptable to changing circumstances and committed to continuous assessment and process improvement;
- Possess a strong customer service orientation and exhibit respect to students, staff, and faculty in the execution of duties;
- Be an individual of impeccable integrity and high ethical standards.

### **Likely Priorities and Challenges of the Position**

The role of the University Registrar has evolved and expanded over the years from that of student record keeper to campus-wide resource on issues including enrollment management, retention, curriculum, and academic success. In addition to managing the daily operations of the Office of the Registrar, the new University Registrar must bring a very collaborative style of management and relationship-building to the role and unwavering commitment to high standards of customer service.

As the Office has experienced a good deal of change with regards to its business practices as a consequence of the PeopleSoft, Document Imaging, and Request Tracker (RT) systems implementation and is currently comprised of many staff who are still maturing in their professional responsibilities, there is a need for the University Registrar to consciously work to strengthen the team, continue efforts to integrate best practices into the operation, and solidify the role and integration of the Office into the overall academic enterprise. The next University Registrar will also need to serve as a champion for change—and continuous improvement—while serving as a catalyst to facilitate conversation regarding policy formation across key stakeholders and governance bodies, including the Undergraduate Council, Faculty Senate, and Dean of Undergraduate Education. It is important that the Office of the Registrar build a reputation for being a highly organized, professional, and responsive unit.

Additional challenges and opportunities include:

- Develop a strategic plan for the Office, including deployment and/or reallocation of existing resources, as well as a call for additional resources needed to accomplish stated objectives;
- Prioritize projects and new initiatives, taking into account the human, technological, and other resources that are needed to ensure success;
- Ensure the Degree Audit System is being used effectively;
- Remain flexible and poised to adapt to changing circumstances, continued growth of programs and enrollment, and emerging institutional strategic priorities;
- Support continuous improvement, including the successful utilization of the RT system for addressing requests, questions, and concerns that funnel through the Office;
- Facilitate change through a collaborative process that recognizes the importance of stakeholder buy in and support throughout all phases from conception through to implementation and assessment;
- Work with academic units to enhance the class scheduling and room assignment process;
- Create and support a sustained culture of collegiality, despite fluctuating demands experienced by Office;
- Work with stakeholders to address issues surrounding academic progress, policy, and administration of student records engaged in undergraduate as well graduate study, continuing education, off-site, and online learning—including The Universities at Shady Grove, a campus center in Montgomery County that provides undergraduate and graduate degree programs from UMBC and eight other institutions within the University System of Maryland;
- Exercise good management skills and invest in staff by initiating appropriate professional development plans that recognize individuals' strengths as well as capacity for growth;
- Collaborate with members of the Enrollment Management team and Provost to support institution-wide as well as division-specific goals.

### **Measures of Success for the Position**

At an appropriate interval after joining UMBC, the following items will initially define success for the new University Registrar:

- Operations and processes within the Office of the Registrar continue to be enhanced and a positive reputation as an effective, responsive, and collaborative Office has been firmly established among broad constituent groups;
- Key relationships with academic, enrollment management, student affairs and units have been developed and/or enhanced;
- Staff reporting through the University Registrar have confidently embraced this new leadership and have established strong and effective working relationships;
- Technology is being effectively employed in all areas of the organization to optimize efficiency, enhance student service, and manage essential data necessary for strategic planning;
- There is continued stakeholder satisfaction with proactive communication within the division and with external offices;
- There is a marked decrease in complaints directed to the Provost concerning scheduling of classes from faculty;
- The University Registrar is regarded as a knowledgeable and resourceful collaborator.

### **UNIVERSITY BENEFITS**

UMBC offers a comprehensive benefits plan for this position to include:

- Health Plan—eight (8) plans available;
- Dental Plan—three (3) plan options;
- Prescription Plan;
- Long Term Care;
- Life Insurance;
- Long Term Disability;
- Retirement Plan—two plans: Maryland State Retirement/Pension System (MSRPS) or Optional Retirement Program—TIAA/CREF or Fidelity;
- Supplemental Retirement Plans;
- Flexible Spending Accounts;
- Vacation—22 days of annual leave per year, with maximum of 50 days to be carried over into new calendar year);
- Sick Leave—15 days annually with unlimited accumulation;
- Personal Leave—three (3) days available on date of hire and at the beginning of each new calendar year;
- Family Medical Leave—employees are entitled up to 12 weeks of leave with job protection for an eligible illness with no loss of State subsidy for medical coverage;
- Holidays—14 paid holidays annually;
- Educational Assistance—employees eligible for tuition remission of up to eight (8) credits per semester for undergraduate and graduate level courses at any USM campus; following two years of full-time employment with the University, spouse and dependent children of staff member are eligible for full remission of tuition at UMBC for first undergraduate degree or 50 percent at any other USM institution if desired discipline is not offered at UMBC;
- Employee Assistance Program;
- Domestic partners and same-sex spouses are included in UMBC benefit policies.

For more information on University benefits please visit:

<http://www.umbc.edu/hr/PDFs/Benefits%20Summary%20Exempt%20and%20Faculty%2006-08.pdf>

#### **APPLICATION AND NOMINATION**

Review of applications will begin immediately and will continue until the position is filled. A resume with an accompanying cover letter may be submitted via the SJG website at **www.spelmanandjohnson.com** under the “Open Positions” link. Confidential inquiries and nominations for this position may be emailed to Valerie Szymkowicz at [vbs@sjgsearch.com](mailto:vbs@sjgsearch.com). If you are unable to submit materials electronically, please call SJG at 413-529-2895.

**SJG — The Spelman & Johnson Group**  
UMBC – University Registrar  
Valerie Szymkowicz, Senior Associate

**Visit the UMBC website at [www.umbc.edu](http://www.umbc.edu)**

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