



Position: Faculty Specialist/Research Assistant

Closing Date: Open until filled

Location: Maryland State Commission on Criminal Sentencing Policy (MSCCSP)
University of Maryland, College Park, Department of Criminology & Criminal Justice

Starting Salary: Range of \$58,500 to \$67,500 (depending on education and experience)

Organizational Overview: The Maryland State Commission on Criminal Sentencing Policy (MSCCSP or Commission) was created in 1999 to oversee criminal sentencing policy and to monitor the State's voluntary sentencing guidelines. The MSCCSP is responsible for setting guidelines, as well as collecting, compiling, and maintaining the sentencing guidelines database. Data collected by the MSCCSP permit analysis of sentencing trends with respect to compliance with the guidelines, particular offenses, specific types of offenders, and geographic variations. The MSCCSP monitors circuit court sentencing practices and is authorized to adopt changes to the guidelines consistent with legislative intent when necessary.

The MSCCSP is a State agency within the Executive Branch of Maryland. The Commission's staff office was set up under the guidance of the Department of Criminology and Criminal Justice to allow the Commission to benefit from the shared research resources of the University of Maryland. The office is conveniently located next to the campus in College Park, and all MSCCSP staff members are University of Maryland employees. The position offers some opportunities for remote work.

Job Responsibilities:

- Assisting with collection of sentencing guidelines data.
- Compiling, maintaining, and distributing monthly and biannual jurisdiction-specific sentencing guidelines worksheet completion and submission reports.
- Working with criminal justice partners to verify data.
- Assisting staff with administrative daily operations such as responding to helpdesk inquiries concerning calculation of the sentencing guidelines and electronic worksheet completion.
- Assisting with completion of performance testing and feedback documentation of the online sentencing guidelines worksheet application.
- Assisting with writing meeting minutes.
- Assisting staff with preparation of memorandums and reports for the MSCCSP and for State policy makers, practitioners, and stakeholders about the impact of proposed criminal justice policy changes.

Education:

- A bachelor's degree is required.

**Qualifications:**

- Bachelor's degree is required.
- Experience with data spreadsheet (e.g., Excel) management is required.
- Experience with statistical software packages, such as SPSS, STATA, or SAS, is preferred.
- Demonstrated time and project-management skills, including the ability to work on multiple, simultaneous projects and meet multiple deadlines by maintaining a high level of organization.
- The candidate needs to be highly motivated and able to work well independently.
- Experience conducting criminal justice research and policy analysis is preferred, with knowledge of at least one of the following areas: sentencing, community corrections, prisons, courts, or prosecution.
- The candidate will need to be a quick learner, as the position requires comprehensive knowledge of Maryland's sentencing guidelines and sentencing policy in general.
- Candidate should be accurate, detail oriented, enthusiastic, and flexible.

Compensation/Benefits: The position offers a comprehensive benefits package including paid vacation, accrued sick leave, health, dental, vision, and retirement benefits. The University benefits are explained at: <http://uhr.umd.edu/benefits>.

To Apply: Applicants should apply online at: <https://ejobs.umd.edu/postings/117728>. Interested candidates should submit a cover letter, résumé, and a one-page writing sample. Applicants should also provide contact information for three professional references. Applicants will be reviewed on a rolling basis. Candidates are encouraged to apply by **April 15, 2024**, for best consideration. Women and minorities are encouraged to apply. The University of Maryland is an Equal Opportunity/Affirmative Action Employer.