



## Maryland State Agency Job Announcement Special Appointee Appointments

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### Maryland (Teachers & State Employees) Supplemental Retirement Plans

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#### MSRP Field Representative

**Please mail your completed State application to:**

MSRP, 6 Saint Paul Street, Suite 200, Baltimore, MD 21202

Or Email to [info@msrp.state.md.us](mailto:info@msrp.state.md.us)

**RECRUITMENT FOR:** MSRP Field Representative (two openings: one fulltime & one 50%time)

**SALARY:** \$36,280 - \$57,567 (Grade 14, FY09) and a generous leave and benefits package.

**CLOSING DATE:** July 31, 2008

**LOCATION:** MSRP, 6 Saint Paul Street, Suite 200, Baltimore, MD 21202 and State agency locations statewide.

**POSITION DUTIES:** Prepare benefit communications for seminars, newsletters, and other formats. Coordinate distributions of information through a cooperative network of coordinators in agencies statewide to promote employee/retiree access to the plans. Provide education, information, and counseling to State employees statewide about the Supplemental Retirement Plans, other employee benefits and personal finance matters through educational seminars, workshops, and individual sessions. Assist in research, preparing reports, studies, education material and or survey work for the MSRP Board of Trustees.

**MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:**

**Education:** A bachelor's degree from an accredited college or university, preferred in economics, accounting, business or other financial field, and a high school diploma or equivalent.

**Experience:** Three years of administrative experience in employee benefit programs with pension components including group-teaching and/or public speaking.

**Note:** Applicants may substitute administrative experience in employee benefit programs with pension components on a year-for-year basis for the required college degree. Or, applicants may substitute graduate education in a related field on a year-for-year basis for the required experience.

**LICENSES, REGISTRATIONS AND CERTIFICATES:**

Employees in this classification are assigned duties which require the operation of a motor vehicle. Employees assigned such duties are required to possess a motor vehicle and an operator's license valid in the State of Maryland.

Employees who do not possess a financial or benefit professional certification must successfully complete a Certified Retirement Coordinator (InFRE) or equivalent course within 2 years of appointment. Employees must maintain their certification as defined.

**TO APPLY:** Applications will be evaluated based on the materials submitted in relation to the above position responsibilities and requirements. Therefore, it is important to provide complete and accurate information. Please submit your resume or State application (MS 100) to the address and/or Email address above. All applications must be received or mailed by the closing date shown at the top of this announcement to be considered.

Equal Opportunity Employer

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