



WE ARE HIRING  
JOIN US

## Public Services Coordinator (PSC)

The Public Services Coordinator (PSC) role is central to the work of the Center. PSCs coordinate consulting projects in one or more of the practice areas within the Center. The Center is especially interested in candidates with backgrounds in municipal or school district finance (including financial forecasts, capital plans, and financial policies), municipal or school district HR (including classification and compensation, workforce development, and policy review), or municipal or school district operations. The Center welcomes applications from candidates with any relevant municipal, school district, or other public sector experience.

**The PSC is a hybrid position**, with occasional in-person staff meetings and on-site client meetings across the Commonwealth. As such, place of residence does not need to be near the UMass Boston campus.

UMass Boston has an excellent benefit package and participates in the Commonwealth's retirement system.

**To review the full job description and visit the application portal, please visit:**  
<https://hr.umb.edu/jobs>. The application deadline is August 28, 2026, unless extended.

## About the Collins Center

The Edward J. Collins, Jr. Center for Public Management in the John W. McCormack Graduate School of Policy and Global Studies at UMass Boston is dedicated to improving the efficiency and effectiveness of government, with a particular focus on local and state government.

The Center was created by the Commonwealth in 2008 to provide high-quality, reasonably-priced consulting services to Massachusetts public entities. Since that time, the Center has provided a comprehensive set of services to hundreds of the Commonwealth's municipalities, school districts, regional governments, and state agencies, as well as clients in other states. In this short time, the Center has grown from 20 projects per year to more than 100 annually. Many of the projects address foundational public management challenges.

### Major Practice Areas Include:

- Human Resources
- Training and Professional Development
- Financial Management
- Information Technology
- Governance, Org Structure, and Charter
- Municipal Operations
- School Operations
- Executive Recruitment — Municipal and Schools

Since the beginning in 2008, the Center's impact on public management in the Commonwealth has been both broad and deep. The Center has built a strong reputation in Massachusetts in core lines of work and has steadily added to the services it can provide.

### The Collins Center Embraces and Encourages:

- Passion for public service
- Intellectual curiosity
- Flexibility and pragmatism
- Creative problem-solving
- High ethical and professional standards
- Diversity of opinions
- Collaboration and teamwork

**For more information:** [www.umb.edu/cpm](http://www.umb.edu/cpm)

# Public Services Coordinator (PSC)

## Minimum Qualifications

- Bachelor's Degree in Public Administration, Public Policy, Public Affairs, City and/or Regional Planning, Business Administration, or a related field
- Minimum of two to four (2 – 4) years of relevant work experience, or an equivalent combination of education and experience required
- High degree of proficiency with standard software packages, including, but not limited to, Microsoft Excel and other Microsoft Office tools
- Ability to travel throughout the Commonwealth
- Ability to work flexible hours, including evening work

## Salary and Benefits

This is a Grade 31 position in the Professional Staff Union. See: <https://hr.umb.edu/unions#5-professional-staff-union-psu-mta-nea>  
Full salary range is \$66,400 to \$99,600.

### Benefits Include:

- Health insurance through the Group Insurance Commission (GIC)
- Dental and vision insurance
- Optional life insurance and long-term disability coverage
- Retirement benefits through the Mass State Employee System (defined benefit pension plan) or the Optional Retirement Program (defined contribution plan) at the employee's choice
- Generous paid leave benefits including: 20 vacation days, 6 personal days, 12 holidays, 2 campus closure days, and up to 14 sick days
- Tuition benefits for employee and qualified dependents at State universities
- Many more...see full details and eligibility requirements: [#6-professional-staff-union-psu-mta](https://hr.umb.edu/benefits-at-a-glance)

## Application and Selection Process

Applicants should visit <https://hr.umb.edu/jobs> to apply. The job posting will close on August 28, 2026 unless extended. Initial interviews via Zoom will be conducted with the Search Committee.

## Statement about Diversity

The Collins Center recognizes and values staff diversity across all dimensions, including race, color, ethnicity, religious creed, national origin, gender identity, age, handicap, sexual orientation, and military background. We believe that such diversity makes the Collins Center better at what we do. We strongly encourage those from underrepresented groups to apply.

## Other Opportunities with the Center

The Collins Center often has part-time, non-benefited consulting work available for subject matter experts and experienced government managers across all our practice areas. If interested, please reach out to Michael Ward at [michael.ward@umb.edu](mailto:michael.ward@umb.edu).

## Questions and Referrals

Should you have any questions regarding this opportunity, or a recommendation of a colleague, please contact Michael Ward at [michael.ward@umb.edu](mailto:michael.ward@umb.edu).

For the full job description, please visit: <https://hr.umb.edu/jobs>

APPLY  
TODAY



## Helping Government Work Better

**Edward J. Collins, Jr. Center for Public Management**

John W. McCormack Graduate School of Policy and Global Studies  
University of Massachusetts Boston