

**Program Assistant
Job posting
University of Delaware**

The Program Assistant will provide front desk oversight and coordination for the Center for Academic Success (CAS) building during evening hours. This position will report to the Office of Academic Enrichment (OAE) Program Manager and will assist with various administrative tasks to support OAE tutoring across campus.

Duties may include:

- Greet & checking-in guests, entering the building
- Screen telephone calls; visitors, and emails
- Provides basic clerical support; ability to maintain and keep records
- Assist in planning events and program activities
- Manage emergency incidents
- Resolves routine questions, problems and refers more complex issues to the appropriate staff
- Coordinates accommodations for students with disabilities
- Other duties as assigned

Qualifications:

- Currently enrolled UD Graduate students, preferred; undergraduate degree required
- Excellent customer service and computer skills
- Strong verbal and written communication skills
- Ability to multi-task and be detail oriented
- Proficient in MS Office Suite, Outlook, and Google Suites, with ability to learn new software.

Specific Position Details:

Part-time position, 10 - 20hours/week, must be flexible Monday – Thursday evening, 4:30pm – 9:00pm during the fall and spring academic school year. This miscellaneous wage position does not include university benefits. Starting pay rate is \$16/hour. Office location: 148-150 South College Ave, Newark DE 19716.

Application Process: Please send resume and three professional references with names, telephone numbers and email to: Corrin O. at oae-tutoring@udel.edu . Interviewing begins January 25’.

Employment offers will be conditioned upon successful clearance of a criminal background check. A conviction will not necessarily exclude you from employment.

The University of Delaware is an Equal Opportunity Employer which encourages applications from Minority Group Members and Women. The University’s Notice of Non-Discrimination can be found at <http://www.udel.edu/aboutus/legalnotices.html>