

University of Delaware

Position: Communications Assistant

Location: Biden School of Public Policy & Administration- SNF Ithaca Initiative

Pay Range: \$25.00

Context of position:

Under the direct supervision of the SNF Ithaca Program Manager, the Communications Assistant works directly with the Biden School of Public Policy & Administration's Communications team to support the mission of the Stavros Niarchos Foundation Ithaca Initiative by providing administrative support for the communication operations of the unit.

Major Responsibilities

- Help develop, execute and manage communication strategies in accordance with best practices and following the UD branding (e.g. social media outreach, event promotion, content development, and production).
- Manage and route requests for updates to SNF Ithaca Initiative webpages.
- Write and produce written content for editorial purposes.
- Coordinate with the Biden School Communications team to ensure alignment with University and School messaging, tactics and best practices.
- Other communication and event related duties as assigned.

Qualifications:

- Strong interpersonal skills; ability to work effectively with a range of professionals, including administration, faculty, staff, students, and University guests.
- Strong writing skills and ability to create high-quality information and content.
- Experience using design tools (such as Canva) to create flyers and digital materials in alignment with brand standards.
- Ability to work independently.
- Proficiency using the Google suite of products including Sheets, Docs, Forms, G-Mail, and calendars.
- Ability to manage multiple objectives by successfully prioritizing time and resources.
- Ability to communicate effectively and interact well with diverse individuals from a wide range of backgrounds including students, UD employees, and community members.
- Ability to maintain a strict level of confidentiality.
- High accuracy, attention to detail and the ability to prioritize and adapt to the unit's needs.
- Bachelor's degree in communications, English, marketing, or related field preferred.

Working Conditions: 20 to 29 hours per week. A consistent weekly in-person work schedule is required during normal business hours. Specials requirements: may require occasional evening and/or weekend hours. **This is a non-benefited hourly position dependent on the continuation of funding.**

To apply: Email resume and writing sample to Tracey Bauernschmidt (snfithaca@udel.edu)
Program Manager, SNF Ithaca.