



Elliott Hall  
26 E. Main Street  
Newark, DE 19716  
Phone: 302-831-2115  
Fax: 302-831-2123  
Email: [go-global@udel.edu](mailto:go-global@udel.edu)

**POSITION:** CGPS Administrative Assistant – PART TIME

**LOCATION:** 26 East Main Street, Newark DE 19716

**PAY:** \$15.00 per hour

### **CONTEXT OF THE JOB**

Under the supervision of the Director for Global Outreach & Partnerships, the CGPS Administrative Assistant performs a full range of responsibilities to support the Global Outreach & Partnerships unit and its staff in the Center for Global Programs & Services.

### **MAJOR RESPONSIBILITIES**

- Provide administrative support to the Global Outreach & Partnerships team, including Director, World Scholar Program Coordinators, and Partnership & Agreements Coordinator
- Maintain electronic files and records
- Monitor [go-global@udel.edu](mailto:go-global@udel.edu) inbox for incoming requests
- Assist the coordinators with processing visa documents and course equivalencies
- Assist with templates for program summaries, program evaluations, and acceptance instructions
- Provide logistical support for Global Outreach & Partnerships programs and delegation visits
- Perform routine data collection, data entry, and data reporting tasks to support Global Outreach & Partnerships programs and services
- Send routine student program participation data to Student Conduct, Student Health Services, and Disability Support Services to be reviewed and assessed; collect and distribute results to appropriate coordinators
- Assist with the organization of receipts and record management for staff travel
- Perform administrative tasks as assigned with established deadlines and work standards
- Additional responsibilities could be assigned, based on situational and workload requirements

### **QUALIFICATIONS**

- Minimum high school diploma or equivalent and two years' experience in an office setting preferred
- Excellent written and oral communication skills
- Must be detail-oriented, organized, and able to manage multiple tasks and objectives
- Must be proficient in Microsoft Office and Google Suite
- Ability to be flexible and manage time to meet job requirements
- Ability to organize resources and establish priorities
- Demonstrate ability to work effectively as part of a team
- Ability to communicate/work effectively with a wide range of constituencies in a diverse community

### **SPECIAL REQUIREMENTS**

Position will work 15-20 hours weekly. Availability Monday to Friday, 8:30 am – 5:00 pm. Resumes and references should be sent via email to Global Outreach & Partnerships at the following email address: [go-global@udel.edu](mailto:go-global@udel.edu)

## **CENTER FOR GLOBAL PROGRAMS & SERVICES**

---

[www.udel.edu/global](http://www.udel.edu/global)