

POSITION: CGPS Administrative Assistant – PART TIME

LOCATION: 26 East Main Street, Newark DE 19716

PAY: Competitive Hourly Rate

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
- 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 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
- Excellent written and oral communication skills
- Must be detail-oriented, organized, and able to manage multiple tasks and objectives
- Must be proficient in Microsoft Word and Google Suite
- Must demonstrate proficiency in understanding and managing data in Excel
- 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 8:30am – 5:00pm

Resumes and references should be sent via email to Global Outreach & Partnerships at the following email address: go-global@udel.edu