

**Position:** Part-Time Academic Advising Assistant  
**Hours:** 15-20 hours per week; variable schedule between the hours of 8am - 4pm  
Monday - Friday; with opportunity for expanded hours during peak periods  
**Compensation:** This is a part-time, non benefited position with an hourly rate commensurate with work experience, up to \$30/hour.  
**Department:** Electrical & Computer Engineering  
**College:** College of Engineering  
**Location:** Evans Hall  
**Title of Supervisor:** Business Administrator  
**Application Deadline:** Open until filled (applications reviewed upon receipt)

#### **CONTEXT OF THE JOB:**

Under the general direction of the Business Administrator, the Academic Advising Assistant provides essential administrative support to the Graduate and Undergraduate Academic Advisors in Electrical and Computer Engineering (ECE) and Cybersecurity. This role involves managing student communication, maintaining student records, coordinating advising and recruitment events, and offering guidance on academic planning and degree requirements. The Academic Advising Assistant helps ensure students are well-informed about campus resources, policies, and academic opportunities.

#### **MAJOR RESPONSIBILITIES:**

- Provide administrative support to Graduate and Undergraduate Associate Chairs and Coordinators, as needed.
- Manage the Advising inbox by responding to inquiries from students, faculty, staff, parents, and visitors. Use discretion to direct requests to the appropriate department or staff member.
- Assist in preparing routine and confidential correspondence, including forms related to student stipends, tuition waivers, and graduate contracts.
- Submit the schedule of classes and assignments of all classrooms for department courses and seminar offerings and the movement of courses within them by the University Registrar's classroom assignment system (CLSS) and perform space utilization analyses to ensure that instructors' needs are met.
- Monitor course scheduling to avoid/resolve conflicts of departmental courses with each other and with courses outside the department that are part of the curriculum.
- Collaborate with Academic Advisors to plan and execute campus recruitment activities such as student orientation, recruitment fairs, Decision Days, Blue & Golden Saturdays, and Wednesday Tech Forums.
- Maintain and update a database of department alumni, sending invitations and correspondence for alumni events.
- Assist faculty with exam duplication and coordinate alternative exam arrangements as necessary.
- Support on-campus, off-campus, and virtual recruitment events, including conferences and information sessions.
- Assist with planning and executing student events, such as New Student Orientation and other student engagement activities.

- Provide support for ECE student groups and organizations as needed.
- Maintain department calendars and assist with web page updates.
- Perform other job-related duties as assigned, including special projects and additional administrative tasks

**QUALIFICATIONS:**

- High School diploma or GED, Associate's degree preferred, and three years of experience, or equivalent combination of education and experience.
- Experience in a university setting and knowledge of Department programs, policies and procedures preferred.
- Demonstrated ability to use discretion regarding confidential matters.
- Strong organizational skills with the ability to handle multiple assignments concurrently; plan and prioritize a variety of projects that must be completed simultaneously and on time
- Proficient in the use of Microsoft Office including word processing, presentation, spreadsheet and database applications
- Effective interpersonal and communication skills with the ability to communicate and interact well with people of all ages and diverse backgrounds.
- Demonstrates an understanding and consideration of the differing needs and concerns of individuals with varying identities, cultures, and backgrounds.
- Committed to fostering a workplace culture of belonging, where diversity is celebrated and equity is a core value.

**To Apply:**

Please send a cover letter, resume, and two professional references to [michbonk@udel.edu](mailto:michbonk@udel.edu).

Employment offers will be conditioned upon successful completion of a criminal background check. A conviction will not necessarily exclude you from employment. The University of Delaware is an equal opportunity/affirmative action employer and Title IX institution. For the University's complete non-discrimination statement, please visit <https://www.udel.edu/home/legal-notices/>.