

**Position:** Residency Program Administrator (Part Time)  
**Department:** Center for Excellence and Equity in Teacher Preparation (CEETP)  
**Location:** CEETP and Various Regional Schools  
**Deadline:** Posted until filled –applications reviewed immediately

**Context of the Job:**

Under the direction of the Associate Director, the Residency Program Administrator requires frequent data collection via observation of residency students across a variety of school districts as well as administrative duties.

**Major Responsibilities:**

- Supports the goals and objectives of CEETP.
- Attends periodic trainings, workshops, and meetings.
- Follow the established DTGSS framework to observe residents.
  - Collects data while observing residents during K-12 school hours.
- Communicates with Associate Director about residents' progress.
- Attends UDTR meetings as necessary.
- Schedules activities and events for ASPIRE, Recruiter and residency program.
- Attends Learning labs at Children's campus, provides tours as needed and greets students at dining hall.
- Order needed materials, pay invoices and upload expenses to Concur.
- Organizes student transportation for events.
- Track GPA of students receiving partial scholarships and reminds student financial services to make semesterly payments to each student. Track amount awarded to each student each semester.
- Creates fliers for programming and annual newsletter to be sent to external parties.
- Assists with events such as Visitation Day, Teachers of Tomorrow, Summer Institute, Learning Labs, focus groups.
- Work with Student Success Center to schedule professional development for students.
- Help students register for Praxis and other programming initiatives.
- Assist with other duties as assigned.

**Qualifications:**

- Has a 4-year college degree (Master's degree in education-related field preferred)
- Has a minimum of 5 years of teaching experience
- Has previously held an instructional leadership position within a school or district, including, but not limited to: department chair, lead teacher, mentor teacher, instructional coach, administrator
- Technological proficiency is required (e.g., Google, Canvas, MS Office).

**To Apply:**

This is a part-time, non-benefited miscellaneous wage position. The position runs from August- June, with approximately 29 hours per week; schedule to be determined but will have the option to be hybrid. Please submit a one-page cover letter, resume, and names of three references with email addresses and telephone numbers. Send all of these requested documents to [knajera@udel.edu](mailto:knajera@udel.edu). The position will be posted until filled. Review of applicants will begin immediately and continue until the position is filled.

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 Employer which encourages applications from Minority Group Members, Women, Individuals with Disabilities, and Veterans. The University's Notice of Non-Discrimination can be found at <http://www.udel.edu/aboutus/legalnotices>