



UNIVERSITY OF DELAWARE
HEALTH SCIENCES

Position: Program Support Coordinator - Kinesiology and Applied Physiology

Location: Fred Rust Ice Arena/STAR Campus, Newark, DE

Pay: \$20 per hour

Context of the Job:

We are looking for a capable, detail-oriented individual to assist with administrative tasks and academic program support within the department of Kinesiology and Applied Physiology. Under the direct supervision of the Business Administrator, the Program Support Coordinator will provide support to faculty, staff, and students within the department. Candidates must have excellent communication, organizational, problem-solving, and computer skills. This individual should proactively assist with sustaining office operations, supporting faculty/staff/students, coordinating program/building activities, and maintaining databases/programs essential to the department. This is a part-time, non-benefited position (20 hours per week).

Major Responsibilities:

Administrative:

- Primary point of contact for faculty, staff, and students in the Fred Rust/HPL Facility.
- Assists with administrative tasks assigned by the Business Administrator, SH/ATP Program Director, and other department faculty/staff as needed.
- Follows and interprets operating policies and procedures to ensure compliance with University, college, and department guidelines and expectations.
- Attends department staff and faculty/staff meetings.
- Coordinates and assists with program events such as: orientation lunches, end of year celebrations, student networking, etc.
- Supports the ATP program director in the creation of the annual ATP Alumni Newsletter
- Purchases department and program related expenses, accurately allocates and documents procurement card transactions in Concur or UDX. Monitors office supply inventory and submits replenishment orders.
- Creates and updates facility-specific classroom and final exam schedules.
- Performs other duties as assigned.

Program Support:

- Assist the SH/ATP director and clinical education coordinator with data entry and analysis within the A-Track (clinical education tracking) and CAATE e-accred (program accreditation standards) systems.
- Maintains SH/ATP program filing system, creates centralized electronic files and master record database required for accreditation standards and to effectively track student outcomes.

- Assist SH/ATP director and clinical education coordinator with facilitating documentation and distribution of necessary supplies for undergraduate and/or graduate clinical experiences (i.e. external contractual agreements, name badge creation, t-shirt ordering, etc.).
- May serve as a contact for prospective students. Ability to speak with students about academic programs, and provide individual facility tours as needed.

Building Operations:

- Serves as department representative on the building Safety Committee: Attends meetings, submits notes to EHS, coordinates quarterly inspections, serves as safety liaison for faculty, staff, and students.
- Prepares and submits work orders for building maintenance, classroom, lab, and/or office repairs. Works with facilities to ensure timely completion.
- Coordinates deliveries for office supplies and classroom equipment, and ensures deliveries arrive promptly and to the correct location/contact.
- Oversees the daily operations of the Fred Rust/HPL facility such as: key distribution, ordering water, safety committee representative for facility, organizing/ distributing mail, copy room maintenance, student space upkeep, bulletin board creation, etc.

Qualifications:

- Minimum of high school diploma or GED
- Knowledge of principles and practices of office operations
- Ability to use effective communication and interpersonal skills to provide exceptional customer service
- Ability to interact with people of diverse backgrounds
- Ability to make decisions and judgments in keeping with the level of the position
- Ability to prioritize appropriately and handle multiple assignments concurrently
- Self-motivation, initiative and effective organization and communication skills
- Ability to exercise discretion, confidentiality and judgment
- Proficiency with Google Suite, Microsoft Office, Adobe Acrobat, and Qualtrics preferred

To apply: please send your resume, with contacts for at least 2 references and a cover letter, to Stephanie Holmes, srholmes@udel.edu