POSITION: Global Program Assistant

The Institute for Global Studies (IGS) is seeking a part-time miscellaneous wage (non-benefitted) employee with a high level of organization, ability to multi-task, and attention to detail to provide office support for the University of Delaware’s international programs and activities.

CONTEXT OF THE JOB:

The Global Program Assistant will be primarily responsible for providing direct support to IGS Associate Directors (the Associate Director of Global Partnerships & Programs and the Associate Director of Study Abroad) in the organization and implementation of outbound study abroad programs, inbound international education programs, and other special projects.

Duties may include but are not limited to:

- Contribute to the design, administration, and assessment of surveys and evaluations for IGS programs
- Create initial summaries and reports of survey data
- Perform outreach to IGS program alumni and manage IGS alumni databases
- Assist in making logistics arrangements for IGS programs
- Schedule program staff meetings and orientations
- Assist Associate Directors with preparing international briefs
- Assist with creating program reports and performing program follow-on activities/closeouts
- Perform other job-related duties as assigned

Required Skills:

- Demonstrated experience in quantitative and qualitative research methods and statistical analysis
- Knowledgeable use of survey software (e.g. Qualtrics, SurveyMonkey, etc.) statistical analysis software (e.g. SPSS, Stata, R, etc.), and Microsoft office suite
- Excellent written, organizational, and oral communication skills
- Ability to respond well to changing priorities and urgent situations; ability to function under pressure
- Ability to exercise discretion, confidentiality and judgment
- Professionalism and punctuality, with the ability to work independently and manage time productively
- Ability to work and communicate effectively across cultures

Preferred skills and attributes:

- Experience working in a higher education setting and/or in international education
- International experience working, studying, or traveling abroad

Qualifications:

- Bachelor’s Degree required.
JOB INFORMATION:

- Hourly Rate of Pay: $15 per hour
- Average Hours Per Week: 28 hours per week (actual hours may vary)
- Available Hours: Monday to Friday, 8:00 am-5:00 pm

EMPLOYER INFORMATION:

Department or Office:
Institute for Global Studies
Clayton Hall
100 David Hollowell Drive
Newark, DE 19716
Phone: (302) 831-2115
Email: studyabroad@udel.edu
Web: http://www.udel.edu/global/

To apply, please send your resume with contacts for 3 references and a cover letter to Lorraine Grube (leg@udel.edu). Position Open until Filled.

Employment offers will be conditioned upon successful completion of a criminal background check. A conviction will not necessarily exclude you from employment.