**Job Description:**

**ELI Registrar Assistant**  
English Language Institute - Registrar Assistant

**Duties**
- Process various procedures in Access databases – which includes running queries and reports
- Respond to student/staff inquiries via email and/or telephone
- Process certificates, transcripts, and class rosters for distribution
- Respond to various emails regarding student placements and other concerns
- Create/update Google forms, word documents, and PDFs
- Draft various letters to students pertaining to registration/enrollment functions
- Maintain/update current office procedures related to various processes
- Perform various registration/scheduling/graduation duties; as deemed necessary
- General office duties and responsibilities
- Other duties as assigned

**Qualifications**
- Work well independently and in a close team environment
- Must be a self-starter and have a strong sense of initiative and sense of humor
- Strong computer skills and propensity for learning new software
- Ability to speak with non-native English speakers in a respectful and patient manner with clear enunciation and simple vocabulary.
- Proficiency in working with PC’s and Microsoft suite
  - Working knowledge of MS Access, Word, One note and MS Excel strongly preferred
- Ability to work 1 weekend every two months – mandatory
- Excellent oral, written and communication skills

**Supervisor**
Assistant Registrar

**Wages**
$12.00/hr.

**Work-Study Grants**
University students interested in working in the ELI are encouraged to contact the Office of Student Financial Services, 122 Student Services Building, 30 Lovett Avenue, 831-2873 to determine eligibility for state and federal work-study grants.

Work-study grants are one form of financial assistance for students working part-time on campus.

**Position Details**
This is a part-time position (29 hours a week), Monday through Friday, with flexible hours. This position does not offer benefits.

**Apply**
Please email your resume, cover letter and three references with names, telephone numbers and addresses to Stephen Roberts at scr@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 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.