PROGRAMMING & OUTREACH ASSOCIATE

About OISS:
The Office for International Students and Scholars (OISS) is the designated office at the University of Delaware to provide immigration advising and support services to more than 4,000 international students, scholars, and family members from over 100 countries. OISS serves the international community in the following ways:

- Provide advising services on US immigration and government regulations.
- Provide orientation and other programs that help with integration and adjustment to the academic, cultural and social life at UD.
- Collaborate with and advise UD departments on non-immigrant compliance issues across campus.

The Programming & Outreach Associate Position:
The OISS Programming & Outreach Associate position focuses on providing support in the planning, implementation, and coordination of services and programs that enhance the educational and social experience of international students and scholars at UD. The Programming & Outreach Associate works under administrative direction of the Programming Coordinator and supervision of the Director of OISS.

Duties include:
- Provide logistical support for sessions, workshops, and other OISS events throughout the year.
  - Set up for, attend and assist with events;
  - Reserve event space and communicate details and reminders to presenters and sponsors;
  - Ensure that all the rooms are logistically ready before every workshop or event;
  - Serve as the responsible officer for the Weekly Coffee Hour, the office’s signature event.
- Assist with the development, maintenance, and promotion of content for the OISS website, social media channels and other communication platforms.
  - Upload new events with descriptions on the OISS event website.
  - Cover photography at events if needed.
- Develop surveys and document feedback on OISS’s services and programming efforts.
  - Develop and distribute online feedback forms to participants
  - Analyze feedback and report back to OISS.
- Provide assistance in coordinating and developing new projects and activities, including:
  - International Student Advisory Committee;
  - Field Trips;
- Social Security Office trip;
- International Student Orientation

- Support the office’s administrative tasks as needed, including assistance at the front desk.

**Qualifications:**

- Demonstrated previous commitment to and experience in program development and student leadership and engagement.
- Experience working with culturally-diverse groups.
- Excellent communication and interpersonal skills.
- Ability to take initiative, work independently, and manage deadlines with minimal supervision.
- Excellent attention to detail and strong organizational and planning skills.
- Ability to work evening and some weekends. A flexible schedule will be essential due to the event and workshop schedules throughout the academic year.
- Preferable experience with social media; photography; and graphic design software.

**Commitment:**

- 28 hours per week.
- Some evening and weekend work will be required.

**Application instructions:**

- Interested applicants should send a copy of their resume along with a cover letter to Ms. Crystal Coleman at coleman@udel.edu by April 15, 2016. Please include the names and contact information of three professional references.