

Position Title: Communication Program Assistant (Part-time)

Miscellaneous Wage Employer

Hourly Pay: \$25/hour

Average Weekly Hours: 20-29

Primary Work Location: Biden School of Public Policy & Administration-SNF Ithaca Initiative, Graham Hall

Context of job: [The SNF Ithaca Initiative](#) within the Joseph R. Biden, Jr. School of Public Policy and Administration, seeks a Communication Program Assistant to assist with social media, coordinating website updates, the preparation of stories and event invitations, and event-related support. This position will report directly to the SNF Program Manager with a dotted line report to the Communication Specialist II.

Major Responsibilities:

- Help develop, execute, and manage communication strategies that follow best practices and adhere to UD branding (e.g., social media outreach, event promotion, content development, and production).
- Manage and route requests for updates to the SNF Ithaca Initiative webpages.
- Write and produce written content for editorial purposes.
- Coordinate with the Biden School Communications team to ensure alignment with University and School messaging, tactics, and best practices.
- Other communications and event-related duties as assigned especially in the time leading up to and during large events.

Qualifications:

- Strong interpersonal skills; ability to work effectively with a range of professionals, including administration, faculty, staff, students, and University guests.
- Strong writing skills and ability to create high-quality information and content.
- Experience using design tools (such as Canva) to create flyers and digital materials in alignment with brand standards.
- Ability to work independently.
- Proficiency using Google suite of products, including Sheets, Docs, Forms, Gmail, and calendars.
- Ability to manage multiple objectives by successfully prioritizing time and resources.
- High accuracy, attention to detail, and the ability to prioritize and adapt to the unit's needs.
- Bachelor's degree in communications, English, marketing, or related field preferred.

Working Conditions: 20 to 29 hours per week. A consistent weekly hybrid work schedule is required during normal business hours to include in person, on campus work. This position will require occasional evening and/or weekend hours. **This is a non-benefited, hourly position contingent upon the continuation of funding.**

To apply: Email resume, writing sample and web content or digital portfolio to Tracey Bauernschmidt (snfithaca@udel.edu) Program Manager, SNF Ithaca *and* Meghan Keating (mkeats@udel.edu) Communication Specialist II.