

Evening Program Assistant

Job posting
University of Delaware

The Program Assistant will provide front desk oversight and coordination for the Center for Academic Success (CAS) building during evening hours. This position will report to the Academic Coaching and Tutoring Program Manager and will assist with various administrative tasks to support OAE tutoring across campus.

Duties may include:

- Greet & checking-in guests, entering the building
- Screen telephone calls; visitors, and emails
- Provides basic clerical support; ability to maintain and keep records
- Close up the building
- Manage emergency incidents
- Resolves routine questions, problems and refers more complex issues to the appropriate staff
- Coordinates accommodations for students with disabilities
- Other duties as assigned

Qualifications:

- Currently enrolled UD Graduate students, preferred; undergraduate degree required
- Excellent customer service and computer skills
- Strong verbal and written communication skills
- Ability to multi-task and be detail oriented
- Proficient in MS Office Suite, Outlook, and Google Suites, with ability to learn new software.

Specific Position Details:

This part-time, miscellaneous wage position (non-benefits eligible) requires 10–20 hours per week during the fall and spring semesters. Work hours are Monday–Thursday, 4:30–9:00 PM, with flexibility to work at least two of those days each week. The position pays \$16 per hour and is located at 148–150 South College Avenue, Newark, DE 19716.

Application Process: Please send your resume and three professional references (including names, phone numbers, and emails) to Corrin O. at ACT-tutoring@udel.edu. Interviews begin **February 26'**, and the position starts **as soon as possible**.

Employment offers will be conditioned upon successful clearance 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 and Women. The University's Notice of Non-Discrimination can be found at <http://www.udel.edu/aboutus/legalnotices.html>