

**Graduate Coordinator for Student Programming**

**Department: University Student Centers (Division of Student Life)**

**Location: University of Delaware – Newark Campus**

**Time Commitment: 10- 20 hours a week**

**Pay: \$15 an hour**

**Position Overview:** The Graduate Coordinator for Student Programming is responsible for providing assistance with supervision of the University Student Centers undergraduate programming team and members of the University of Delaware Programming Board (The Crew). Responsibilities include meeting weekly with student supervisees, attending and supporting events, helping to manage and track programming budgets, and assisting with other duties as assigned.

**Job Description**

1. Advise 4-5 members of the University of Delaware Programming Board meeting with them weekly or bi-weekly
2. Supervise two Quizzo Interns meeting with them weekly or bi-weekly
3. Work alongside with the Program Coordinator for Student Involvement to support student employees
4. Attend student events, meetings, and programs as needed
5. Providing logistical and event support for student events
6. Become well versed on policies and procedures within the University Student Centers and about campus programming
7. Work minimum 10 regularly scheduled office hours per week
8. Other duties as assigned

**Qualifications:**

1. Excellent communication skills.
2. Ability to adapt to a rapidly changing environment.
3. Experience in leadership positions.
4. Basic understanding of how to program a small scale event and time management skills.
5. General knowledge of multiple areas of the University community is a plus.
6. Punctuality, reliability, and dependability.

**Requirements and Additional Information:**

1. Must be able to work occasional nights and weekends.
2. Must be able to commit to a minimum of 10 hours per week. Not to exceed 20 hours per week.
3. Must be a matriculated University of Delaware graduate student
4. Attend fall training August 20-22 and Welcome Days August 24.

**To Apply:**

All resumes and cover letters should be sent to: [efry@udel.edu](mailto:efry@udel.edu) and [jmhamil@udel.edu](mailto:jmhamil@udel.edu)