

Academic Program Coordinator – School of Marine Science and Policy
College of Earth, Ocean and Environment
Part - time position – 29 hours per week

CONTEXT OF THE JOB:

Under the general direction of the School of Marine Science and Policy (SMSP) Director, the Academic Program Coordinator is responsible for providing academic, program and student support for both Graduate and Undergraduate students in the School. The Academic Program Coordinator serves as the point of contact for all SMSP Graduate students from recruitment to matriculation to graduation. The Academic Program Coordinator reviews graduate student applications, actively participates in meetings of the School's Graduate Committee, serves as ambassador at recruitment events and builds relationships with prospective students. The Academic Program Coordinator serves on the School's Undergraduate Committee. The Academic Program Coordinator works independently and autonomously, exercises sound judgment to make independent decisions, displays exceptional attention to detail and the ability to work in a fast-paced environment.

MAJOR RESPONSIBILITIES:

- Support the School's Graduate Curriculum Committee and Undergraduate Curriculum Committee; participate in meetings, assist the committees with implementing graduate and undergraduate curriculum decisions, as well as graduate admission and scholarship offers.
- Represent the School of Marine Science and Policy at evening and weekend events, both on and off-campus.
- Develop recruitment materials that will attract top-tier students while promoting diversity; develop admissions related content for departmental website.
- Assist the School Director with graduate student affairs; monitor student performance; triage; proactively communicate student performance issues to School Director; recommend tutoring and/or counseling, as needed.
- Serve as the School's expert on SLATE and as the SLATE resource for faculty.
- Coordinate with SMSP Business Administrator on graduate student funding ensuring accurate disbursements of monetary scholarships, fellowships, awards; recommend award recipients based on individual award criteria (performance, leadership, background); monitor forecasted spending.
- Liaison with Registrar's Office, Graduate Office and other units on campus, as needed.
- Perform other related duties and/or assist with special projects as assigned.

QUALIFICATIONS:

- Bachelor's degree and five years' experience required, advanced degree preferred
- Ability to demonstrate a high degree of confidentiality
- Knowledge of graduate student recruitment, retention issues and admissions standards.
- Knowledge of academic admissions policies, procedures, systems, regulations, and standards.

- Effective analytical skills and technical skills.
- Proficiency in Excel, Word and Outlook with an emphasis on data management and manipulation (pivot tables, filters, formulas), accuracy and timely results.
- Ability to prioritize appropriately and handle multiple assignments concurrently; ability to deliver accurate results in a fast-paced environment within strict deadlines.
- Self-motivation, initiative and exceptional attention to detail.
- Effective organization skills.
- Effective communication and interpersonal skills.
- Ability to interact well with people of diverse backgrounds.
- Ability to present effectively to small and large groups.

SPECIAL REQUIREMENTS:

- Valid driver's license and access to private reliable means of transportation in order to make reimbursed route visits to the Newark campus once a week.
- Some weekend and evening work required.
- Due to the large number of graduate applicants, peak times throughout the admissions process will require extended hours.

This is a part-time miscellaneous wage position with no University of Delaware benefits. The position is 29 hours per week; schedule to be determined. This position will be located in Lewes, DE with 1 day/week in Newark, DE. To apply, send a cover letter and resume along with three references to Sharon Wiegner at swiegner@udel.edu. The position will be posted until filled. Review of applications will begin immediately and continue until the position is filled.

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