Communications Assistant - Part Time (Misc. Wage)
Center for Global Programs and Services

Under the direct supervision of the Communications Specialist, the Communications Assistant is a professional Communications team member who supports the communication and outreach efforts of the Center for Global Programs and Services (CGPS). The primary responsibility of the Communications Assistant is to provide administrative and logistical support for all communications activities of the Center for Global Programs and Services.

This is a part-time non-benefitted position - Maximum of 25 hours per week. Competitive hourly rate based on experience.

MAJOR RESPONSIBILITIES:
The CGPS Communications Assistant will assist in:

1. Publishing approved content on CGPS digital media including, CGPS newsletters and emails, UD Abroad Blog, CGPS website and UDGlobal social media accounts.
2. Providing administrative support for the CGPS Communications team including maintaining lists, scheduling meetings, in-office printing and material preparation.
3. Supporting activities related to UD Global campus events and international student engagement programs, namely weekly International Coffee Hour and the Thanksgiving dinner.
4. Organizing and distributing photographs, and digital and print materials, including seeking approval from content creators, models, and interview subjects.
5. Submitting information and approved content to campus units and UD digital media including UDaily, UD Events Calendar, My Blue Hen Portal, Blue Hen Family Hub Newsletter, and Slate.
6. Conducting market research.
7. Providing communications and customer service support to the CGPS office.
8. Other duties as assigned by the CGPS Communications Specialist, to include attendance at a weekly meeting with the CGPS Communications team.

QUALIFICATIONS:

- Completion of high school or equivalent achievement.
- Strong written and oral communication and organization skills.
- Detail-oriented and able to manage multiple tasks and objectives.
- Ability to follow complex oral or written instructions and comfort in seeking clarity and accepting feedback.
- Ability to be flexible and manage time to meet job requirements.
- Ability to organize resources and establish priorities.
- Demonstrated ability to work effectively as part of a team.
- Strong work ethic.
- Proficient in Microsoft Word and Excel and Google Suite.
- Experience using online email platforms like Constant Contact or Mailchimp, web management programs like Wordpress, and CRM software.
- Previous administrative or communications experience desired.

To Apply:
Interested applicants should send a résumé, letter of interest, and list of three references to:

Stephanie Ferrell, CGPS Communications Specialist

Center for Global Programs & Services

Elliott Hall, 26 East Main Street

E-Mail: sferrell@udel.edu