Center for Global Programs and Services
Programming Associate
(Non-benefited miscellaneous wage)

About the Center for Global Programs and Services:
CGPS is the University’s global unit and home to the operations of study abroad, international student and scholar services, World Scholars program, and global outreach and partnerships. CGPS provides immigration advising and support services to over 4,000 international students, scholars, employees and their family members at the University of Delaware annually and manages the University’s study abroad and global outreach programs including more than 80 international programs for study abroad and the World Scholars Program. CGPS is a fast-paced, team-oriented service office. More information about the office is available online at http://www.udel.edu/global.

Context of the Position:
The CGPS Programming Associate position focuses on providing support in the planning, implementation, and coordination of services and programs that enhance the educational and social experience of international students and scholars at UD. The Programming Associate works with a team of one other Associate and a Graduate Assistant under the direct supervision of the Assistant Director for Student Engagement.

Duties include:

• Provide logistical support for sessions, workshops, and other ISSS events throughout the year.
  o Set up for, attend, and assist with events, such as the weekly International Coffee Hour
  o Reserve event space and communicate details and reminders to presenters and sponsors
  o Ensure that all the rooms are logistically ready before every workshop or event.

• Provide supervision of the iBuddy Mentoring Program
  o Attend weekly iBuddy mentoring program
  o Responsible for matching mentees with mentoring
  o Coordinate recruitment of mentors
  o Design and implement training and enrichment programs for mentors and Council members

• Partner with other offices, units, and community partners to design engagement opportunities and experiences for international students and scholars, including:
  o Field trips
  o International Student Advisory Committee
- Social Security office trip
- International student orientation
- Develop surveys and document feedback on ISSS services and programming efforts
  - Develop and distribute online feedback forms to participants
  - Analyze feedback and report back to CGPS
- Support the office’s administrative tasks as needed

**Qualifications:**
- Demonstrated previous commitment to and experience in program development and student leadership and engagement.
- Experience working with culturally-diverse groups.
- Excellent communication and interpersonal skills.
- Ability to take initiative, work independently, stay organized, and manage deadlines with minimal supervision.
- Ability to work evenings and some weekends. A flexible schedule will be essential due to the event and workshop schedules throughout the academic year.

**Commitment:**
- 28 hours per week
- Some evening and weekend work will be required

**To Apply:**
1. Interested applicants should send a copy of their resume and a cover letter to Ms. Vina Titaley at titaley@udel.edu by August 31, 2022. Please include the names and contact information of three professional references.
2. Successful applicants will be notified for an interview.

**Starting date:**
As soon as possible. Review of applicants will begin immediately and continue until the position is filled.

*Employment offers will be conditional based upon the successful completion of a criminal background check. A conviction will not necessarily exclude you from employment.*

*The University of Delaware is an equal opportunity/affirmative action employer and Title IX institution. For the University's complete non-discrimination statement, please visit http://www.udel.edu/home/legal-notices/*