Program Assistant (Evening)
University of Delaware

The Program Assistant provides front desk oversight and coordination for the Center for Academic Success (CAS) building during evening hours. This position will report to the Office of Academic Enrichments’, Program Manager and will focus on supporting student staff, while providing a welcoming environment to all visitors.

Specific Duties include:
- Greet & check-in guests entering the building, and provide general customer service
- Supervise evening student staff (tutors) on duty, train and coordinate substitutes
- Provide basic clerical and data entry support
- Screen telephone calls, visitors, and e-mails
- Manage emergency incidents
- Coordinate accommodations for students with disabilities
- Lock up the CAS building
- Monitor & maintain Tutoring Center
- Resolve routine questions, problems and refers more complex issues to the appropriate staff
- Other duties as assigned

Qualifications:
- Currently enrolled UD Graduate student, preferred, undergraduate degree with related experience.
- Knowledge of office practices and procedures, proofreading and editing skills.
- Hands-on experience with electronic information systems, demonstrated ability to enter data accurately and efficiently, capability to use intermediate word processing techniques.
- Ability to interact effectively with individuals of all ages and diverse backgrounds, maintaining a positive and collaborative work environment
- Excellent written and oral communication skills.
- Ability to work independently and solve problems.
- Strong organizational ability to manage and prioritize multiple assignments simultaneously, with attention to details and deadlines.
- Proficient in MS Office Suite, Outlook, MAC, and Google Suites, with ability to learn new software.

Specific Position Details:
Part-time position. Must be available, Monday thru Thursday from 4:30 p.m. to 9:00 p.m. weekly, during fall and spring academic school year. This miscellaneous wage position does not include university benefits. Starting pay rate $16/hour. Office location: 148-150 South College Ave, Newark DE 19716.

Application Process: Please send resume and three professional references with names, telephone numbers and email to: Corrin Omowunmi at oae-tutoring@udel.edu

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