Graduate Program Manager for Microbiology Unidel – DBI

Hourly rate is $31 an hour.

CONTEXT OF THE JOB:
The Microbiology Unidel award helps to fund a newly minted graduate program in Microbiology that spans five colleges, 12 departments and more than 40-affiliated faculty.

Under the supervision of co-Directors, Drs. Maresca and Donofrio, the incumbent provides complex and general administrative support for the program. The position is approximately 29.5 hours per week between the hours of 8:00 a.m. and 5:00 p.m., Monday – Friday, with some flexibility in the hours.

MAJOR RESPONSIBILITIES:
The part-time Graduate Program Manager would be responsible for the following items, to help ensure the program runs smoothly in its first two years:

- Provide excellent customer service when communicating with students, faculty, staff, UD leadership, and constituents,
- Budget oversight, reconciliation and tracking of expenses, and monthly budget update,
- Monitor student progress throughout their degree,
- Perform administrative duties associated with the support of students including onboarding of new students, webform generation, reminder emails, stipend tracking,
- Communicate with accepted students to provide information about the program,
- Perform administrative duties such as arranging travel, assisting with the planning of recruitment visits, assisting with the planning of seminars, assisting with the development and production of recruitment materials (infographics, electronic flyers, etc.), and
- Perform other duties as assigned.

The successful applicant will have exceptional organizational skills, work well in groups and independently, have familiarity with tracking budgets and the development of recruitment materials. The program currently has three students already in the program, four new students coming in fall 2020, and we anticipate an additional four to five in fall 2021.

EDUCATION, EXPERIENCE AND ABILITIES:
- Requires Associates degree and 2 years’ experience, or equivalent combination of education and experience.
- Ability to handle multiple tasks concurrently, and skilled in organizing resources and establishing/adjusting priorities in a rapidly changing environment.
- Excellent organizational skills with great attention to detail.
- Ability to work independently or within a team, anticipate issues and needs, and proactively seek resolutions while being resourceful.
• Must have excellent oral, written, interpersonal, and communication skills when working with faculty/staff, University administration as well as people of all ages with diverse backgrounds.
• Must demonstrate a commitment to providing exceptional customer service.
• Understanding of UD policies, systems and processes preferred.
• Ability to make decisions and exercise discretion, confidentiality and judgment in keeping with the level of the position.
• Proficiency in Microsoft Office and Google applications.
• Knowledge of UD systems helpful (i.e. Concur, Web Forms, etc.).
• Experience with design and email campaign software (Constant Contact, Mail Chimp, etc.) preferred. Web site and graphic design experience a plus.
• Maturity and professionalism are essential.

To apply, please send your resume, references and a cover letter, to Dr. Maresca (jmaresca@udel.edu) and Dr. Donofrio (ndonof@udel.edu).

This is a grant-funded, unbenefited, part-time position at University of Delaware.

Employment offers will be conditioned 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