

**University of Delaware**  
**International Admissions**

**Position:** *International Admissions Program Assistant (Temporary Non-Benefited Miscellaneous Wage)*

**Location:** In-person at the University Visitors Center in Newark, DE; occasional opportunities to work from home

**Pay:** \$10.50-11.00/hour

**Hours:** Monday - Friday, 4-5 hours per day; Up to 25 Hours Per Week

**Supervisor:** Director for International Admissions

**Context of the Job:**

Under the general direction of the Director for International Admissions, the International Admissions Program Assistant is responsible for providing support with daily email correspondences, international application document processing, and providing international mailing assistance.

**Major Responsibilities:**

- Check and reply to emails coming into the International Admissions inbox every day. Sort and distribute complicated emails to Admissions Officers and respond to the general inquiry emails in a timely fashion.
- Scan, sort and label incoming international documents for international applicants.
- Schedule meetings for the Director of International Admissions.
- Follow records retention policy for international application documents. Review archived files each summer and send documents no longer required to shred.
- Check for missing documents of international applicants and communicate the missing items to applicants in a timely manner.
- Assist with international mailing and freight as needed.
- Other international admissions duties as assigned.

**Qualifications:**

- High school diploma or GED with two to three years of administrative experience.
- Willingness to learn and apply University systems, policies and procedures.
- Hands-on experience with electronic information systems.
- Excellent and effective oral and written communication skills
- Ability to communicate and interact well with people of all ages and diverse backgrounds.

**Highly Desirable:**

- Experience working in a university setting, especially with international student populations

**Application process:**

1. Send your resume, cover letter and contact details of three references to Julie Davis at [jkeddell@udel.edu](mailto:jkeddell@udel.edu) and Song Hoffman at [songx@udel.edu](mailto:songx@udel.edu).
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.