

POSITION DESCRIPTION

Position Title: Part-time, MW Program Coordinator – OLLI Kent/Sussex

Department: Division of Professional and Continuing Studies

Incumbent: Sally Cole

College/Admin Office: Graduate College/PCS

Prepared by: Sally Cole

Location: 15516 New Road, Lewes, DE 19958

Approved by: Dr. George Irvine

Title of Supervisor: Sally Cole, Manager, OLLI Kent/Sussex

CONTEXT OF THE JOB:

The Osher Lifelong Learning Institute (OLLI) at the University of Delaware in Kent and Sussex Counties is a year-round membership cooperative providing in-person and online lifelong learning courses and programming for the educational, cultural and intellectual benefit of roughly 1,000 members age 50 plus with an average age of 73 (statistics are pre-pandemic). These programs, primarily located in Dover, Lewes, Ocean View and Bridgeville, hold two full semesters and one summer session with more than 250 in-person and online courses taught annually by more than 100 volunteer instructors.

Under the limited direction of the Manager, the Part-time, MW Program Coordinator develops opportunities to expand, diversify and support OLLI program initiatives. This position performs complex administrative tasks, budgeting and supports database functionality while performing involved customer service to OLLI members. The position requires making independent decisions and working closely with OLLI volunteers, multiple community organizations and UD departments.

MAJOR RESPONSIBILITIES:

- Responsible for the day-to-day operations of the Lewes office for OLLI while supporting the Dover, Ocean View, and Bridgeville OLLI sites.
- Provide leadership and direction to the volunteer membership base.
- Coordinate instructor recruitment, training and development.
- Solicit, evaluate and recommend proposals for course selection to the curriculum.
- Coordinate scheduling of courses across locations and modalities, working with statewide staff and volunteers to coordinate online, hybrid and group viewing opportunities.
- Coordinate and support Council and Committee initiatives.
- Draft and disseminate regular member communications.
- Provide administrative direction and implementation of course registration and customer relations management system.
- Develop relevant marketing and communication strategies, including but not limited to three catalogues per year.
- Interprets University policies and procedures as needed.

QUALIFICATIONS:

- Bachelor's degree and four years related experience or equivalent combination of education and experience.
- Ability to develop and implement program initiatives with volunteers.
- Experience working with older adult learners.
- Ability to manage databases and produce reports.
- Skill in organizing resources and managing multiple priorities in a fast-paced work environment.

- Effective oral and written communication skills.
- Ability to work independently, problem-solve and work effectively with a wide range of constituents in a diverse community.
- Intermediate computing skills with proficiency in Microsoft Office software and Zoom technology.

Compensation: This is a part-time, miscellaneous wage position with no university benefits. Compensation commensurate with experience.

Hours: Flexible, but when classes are in session, generally Monday - Thursday, 9:30 am - 4:30 pm, with no more than 29 hours per week.

To Apply: Please send a cover letter, resume, and three work references to Sally Cole, scole@udel.edu

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