Program Assistant – Center for Drug & Health Studies

Pay Rate: $15.00 per hour (15-20 hours/week; no benefits)

Context of the Job:

The Center for Drug and Health Studies conducts a number of school-based and other surveys. Under the supervision of the Survey Coordinator, the program assistant will provide support to various aspects of the survey administration process. This position requires a high level of flexibility, reliability, and attention to detail.

Major Responsibilities:

Collect enrollment and other school data from the Department of Education web site, district web sites, school web sites, and other sources; update school and contact person information in order to recruit school participation and schedule schools for survey administration; phone or visit survey sites in order to deliver survey materials; assist in the preparation of parent letters, teacher letters, resource cards, and survey packets; assist in tracking of completed surveys and preparing surveys for scanning; and provide general administrative support for the survey preparation and administration process.

Qualifications:

Requires a minimum of a high school diploma or GED with one to three years of administrative experience. Associate’s degree preferred. Requires knowledge of office practices and procedures, business English, proofreading and editing skills. Requires proficient organizational and detail-oriented skills. Ability to handle multiple assignments concurrently in a fast-paced environment. Ability to communicate effectively and professionally and interact well with people of all ages and diverse backgrounds. Requires intermediate word processing (including typing) and spreadsheet computer skills. Workflow may necessitate flexibility in the time of daily office arrival and departure. Local travel required.

APPLY:
To apply, please send a cover letter and resume to Sofia Gonzalez, sofagonz@udel.edu

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