The Program Assistant will provide clerical and data support for the Office of Academic Enrichment. This position will report to the Program Manager and will be using a variety of project management, administrative, and organizational skills. In addition, this role should be comfortable with computers, general office tasks, and both verbal & written communication.

Specific Duties include:
- Screen telephone calls; visitors, and emails
- Provide basic clerical support; ability to maintain and keep records
- Data entry into various software systems and reporting
- Maintain office calendars and sending out reminders of impending appointments
- Assist in planning events, program activities and help to create marketing materials
- Make reservations for various on campus meetings and equipment needs
- Act as a liaison between different departments for tutoring needs
- Perform administrative research, analysis, and/or evaluation
- Resolves 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.
- Highest degree of professionalism and commitment to performing quality work.
- Requires knowledge of office practices and procedures, proofreading and editing skills.
- Requires 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 well and communicate 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, 10-15 hours/week, flexible Monday – Friday 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. Interviewing begins November 2021.

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