The Women’s Leadership Initiative at UD (WLI) is seeking a Program Assistant. The position is part-time and supports the work of the WLI Program Director. Candidates must have excellent communication, organizational and computer skills, as well as exceptional attention to detail. This dynamic individual will manage responsibilities associated with executive education, student programming, faculty workshops, and other in-person and virtual events.

General Responsibilities
- Participate in the strategic development of programming, including design, delivery and logistics
- Assist with marketing of programs, including creating and maintaining marketing collateral and coordinating with UD marketing
- Assist with the drafting of surveys for programs to be administered prior to launch and after completion and track results.
- Monitor WLI mailbox and respond as appropriate.
- Assist with the preparation of materials in support of Board presentations, corporate partner conversations and grant proposals related to program data

Program Responsibilities
- Manage the registration, confirmation and payment process for program participants
- Manage contracts, onboarding and payment process for program instructors and facilitators
- Provide Zoom call support for live sessions
- Create participant accounts in Canvas (UD’s Learning Management System) and provide ongoing participant support
- Maintain data related to students in WLI programming
- Manage instructor and facilitator scheduling for all programs
- Manage contracts, communication and payments for speakers
- Work with events team to reserve event location, coordinate vendor contract approvals and manage on-site program logistics
- Work with events team to order and manage WLI related promotional items

Qualifications
- Bachelor’s degree
- Ability to use effective communication and interpersonal skills to provide exceptional client service
- Strong verbal and written communication skills and the ability to work effectively with a wide range of stakeholders in a diverse community
- Excellent organizational and time management skills, along with the ability to handle concurrent tasks.
- Adept at adjusting to an ever-changing environment, along with the ability to work independently and as part of a team.
- Ability to make decisions and judgments in keeping with the level of the position
- Advanced proficiency in Microsoft Word, Excel, and PowerPoint, and significant internet capabilities.
- Familiarity with Zoom, Microsoft Teams preferred

The role will average 15-20 hours per week and requires the ability to work both in-person and virtually. Please send resumes to Lynn Evans (lcevans@udel.edu)