Student Diversity & Inclusion
Service-Learning Program Assistant Position
Temporary Non-Benefitted Miscellaneous Wage

Application Deadline: 11 p.m. Jan. 3, 2020
Position Dates: 1/20/20 - 6/5/20
Hours: Up to 29 Hours Per Week
Supervisor: Assistant Director, Student Diversity and Inclusion

Under the general direction of the Assistant Director for Student Diversity & Inclusion (SDI), the Student Diversity and Inclusion Service-Learning Program Assistant temporary non-benefitted miscellaneous wage position is responsible for assisting in the coordination and logistics of University of Delaware Alternative Breaks (UDaB) within the Division of Student Life at the University of Delaware. The position will work closely with the Assistant Director to provide administrative support to ensure successful implementation of UDaB programs and other initiatives as necessary within Student Diversity and Inclusion.

Major Responsibilities for Service-Learning Program Assistant:
- Assist in program pre-departure, on-site and return logistics for alternative break programs
- Assist in the management of UDaB program event-specific logistics, including booking meeting and event spaces, securing catering and finalizing event details
- Assist in the development of service-learning program policies and procedures
- Attend events related to service learning, specifically UDaB events
- Assist in management of budgets for UDaB programs
- Work with Assistant Director to complete financial reconciliation of receipts for UDaB programs
- Assist with the planning and implementation of leadership and civic engagement program reorientation events
- Serve in a teaching assistant capacity for the Spring UNIV362 course
- Complete any special projects as requested by Assistant Director, including assistance with SDI communications and assessment
- Other SDI duties as assigned

Qualifications:
- Bachelor’s degree in related field and one-year related experience
- Experience working with college students
- Excellent written and verbal communication skills
- Ability to work effectively in diverse teams and leverage strengths of diversity to engage all students around service and service learning
- Knowledge of relevant technology including Microsoft Office, Google Apps and project management applications
- Effective team building and leadership skills
- Excellent and effective oral and written communication skills
- Availability to work evening and weekend hours
- Knowledge of leadership development and/or training
- Skills in independent judgment to plan, prioritize and organize a diversified workload with attention to detail

For more information about the position please contact Rachel Garcia, Assistant Director, Student Diversity & Inclusion, regarcia@udel.edu