Special Assistant to the Director of Intercollegiate Athletics and Recreation Services, University of Delaware Department of Athletics and Recreation Services

(1 part-time position available starting 08/01/22, ending 7/31/23. $18 hourly, 28 hours a week)

University of Delaware
Newark, DE

Context of Job:

The Special Assistant to the Director of Intercollegiate Athletics and Recreation Services, at the University of Delaware is a valued member within the University and Department of Intercollegiate Athletics and Recreation Services (DIARS), upholding and embracing the departmental mission of “Achieving Excellence Together.”

The Special Assistant to the Director of Intercollegiate Athletics and Recreation Services is responsible for assisting in all aspects of the administrative functions within the Department of Intercollegiate Athletics and Recreation Services at The University of Delaware. In addition, the Special Assistant to the Director of Intercollegiate Athletics and Recreation Services will assist the Senior Associate Athletic Director - Diversity, Equity, and Inclusion in operationalizing the department’s DEI action plan.

Major Responsibilities:

● Work with the Director of Intercollegiate Athletics and Recreation Services on special projects that will maintain strategic alignment across DIARS. Work collaboratively to define project scope, goals and deliverables and ensure deadlines are met. Research and/or work with project work groups to review and recommend best practices. Design and document processes that improve communication, decision-making, and execution across the department.
● Work with the Senior Associate Athletic Director - Diversity, Equity, and Inclusion to advance the department’s DEI action plan.
● Serve as the staff liaison to the SAAC Diversity, Equity, and Inclusion Committee.
● Represents the Director of Intercollegiate Athletics and Recreation Services and or DIARS to high level internal and external constituents to identify and support alignment with other UD offices, alumni groups, etc.
● Improve collaboration across internal and external stakeholders by driving communication, information sharing and mission alignment. Demonstrates the comprehensive knowledge to interpret policies and procedures, answer questions and make recommendations.
● Other duties as assigned.

Minimum Qualifications:
• Proficient in Microsoft Office, including Excel, Word, PowerPoint, Outlook, and Microsoft Teams.
• Excellent interpersonal skills.
• Knowledge and experience with social media outlets
• Ability to prioritize multiple projects with limited supervision.
• Effective time management skills.
• Excellent communication skills.
• Ability to work in a fast paced environment, be flexible and manage change effectively
• Ability to successfully interact with all levels of staff and various internal and external constituent groups
• Ability to handle information in a confidential, objective and professional manner.
• Ability to take review and synthesize significant amounts of information and present findings and recommendations in summary format.

To apply for this position, send your cover letter and resume to browncm@udel.edu

Equal Employment Opportunity

Employment offers will be dependent upon successful completion 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, Women, Individuals with Disabilities and Veterans. The University's Notice of Non-Discrimination can be found at http://www.udel.edu/aboutus/legalnotices.html