Student-Athlete Success Coordinator, University of Delaware Department of Athletics and Recreation Services

(1 position available starting 07/15/21, ending 06/30/22. $13 hourly, up to 25 hours a week)

University of Delaware
Newark, DE

Context of Job:

The Student-Athlete Success Coordinator, 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 Student-Athlete Success Coordinator is responsible for assisting in all aspects of the Student-Athlete Success functions within the Department of Intercollegiate Athletics and Recreation Services at The University of Delaware, which includes supporting all planning, programming, and assessment/evaluation efforts within our academic support, compliance, leadership development and career readiness team.

Support of the above areas will provide the Coordinator with valuable experience in project and task management, event planning and logistics, program planning and execution, public speaking and facilitation, assessment and evaluation practices, as well as marketing and communications.

Major Responsibilities:

- **Student-Athlete Advisory Committee (SAAC) program support:**
  - Creating and distributing meeting agendas with/for participants
  - Moderating member meetings; keeping meeting minutes and distribution of notes and tasks post-meeting
  - Event planning support for annual Reps for Kids event in December and/or Student-Athlete Celebration in May; includes adhering to event checklists, managing various staff/student roles and responsibilities, and budget/cost tracking
  - Hens Cup program coordination, including creating a system for logging activities and tracking points

- **Building Leaders Utilizing Education (BLUE) program support:**
  - Creating and coordinating event checklists
  - Collecting and distributing program materials for staff and participants, including utilizing Canvas for assignment creation
  - Managing event attendance through Google tracking sheets, team attendance updates, and semester reporting
  - Assisting with setup for programs in Whitney Athletic Center and Bob Carpenter Center
• **Student-Athlete Success team support functions:**
  o Participate in weekly planning meetings with SA Success team
  o Confirm programming calendars and priorities with Athletics staff weekly
  o Support other events and activities as needed throughout the year *(i.e., community service; career or employer events; supervision of Whitney Athletic Center and student check-ins; academic and compliance support as needed)*

**Minimum Qualifications:**

• Proficient in Google applications, Microsoft Office, including Excel, Word, PowerPoint, and Outlook.

• Excellent interpersonal skills.

• Ability to prioritize multiple projects.

• Effective time management skills.

• Effective problem-solving skills, including an eye towards innovation and creativity.

• Excellent communication skills.

• Ability to handle information in a confidential, objective and professional manner.

To apply for this position, send your cover letter and resume to Jennifer Judy at jjudy@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*