**POSITION:** CGPS Study Abroad Assistant – **PART TIME**  
**LOCATION:** 121 East Delaware Ave, Newark DE 19716  
**PAY:** Competitive Hourly Rate

**CONTEXT OF THE JOB**  
Under the supervision of the Associate Director, the Study Abroad Assistant performs a full range of responsibilities to support the Study Abroad Office and its staff in the Center for Global Programs & Services.

**MAJOR RESPONSIBILITIES**
- Provide administrative support to the Associate Director and the Study Abroad Coordinators.
- Maintain electronic files and records
- Assist the coordinators with processing visa documents and course equivalencies
- Assist with templates for program summaries, program evaluations and acceptance instructions
- Perform routine data collection, data entry, and data reporting tasks to support the Study Abroad Program Coordinators
- Send routine student program participation data to Student Conduct, Student Health Services and Disability Support Services to be reviewed and assessed; collect and distribute results to appropriate coordinators
- Assist with discount and immigration letters for study abroad programs
- Perform administrative tasks as assigned with established deadlines and work standards
- Additional responsibilities could be assigned, based on situational and workload requirements

**QUALIFICATIONS**
- Minimum high school diploma or equivalent and two years’ experience in an office setting
- Excellent written and oral communication skills
- Must be detail-oriented, organized, and able to manage multiple tasks and objectives
- Must be proficient in Microsoft Word and Google Suite
- Must demonstrate proficiency in understanding and managing data in Excel
- Ability to be flexible and manage time to meet job requirements
- Ability to organize resources and establish priorities
- Demonstrate ability to work effectively as part of a team
- Ability to communicate/work effectively with a wide range of constituencies in a diverse community

**SPECIAL REQUIREMENTS**  
Position will work 15-20 hours weekly. Availability Monday to Friday 8:00am – 5:00pm  
Resumes and references should be sent via email to Matt Drexler at the following email address: mdrexler@udel.edu