Administrative Support for Student Success and Grad Programs - Office of the Dean
Hourly rate is $16-$18 an hour and will commensurate with experience

CONTEXT OF THE JOB:
Under the supervision and direction of the Assistant to the Dean, the incumbent provides complex and general administrative support for programs that support student success and the CANR Deputy Dean and Associate Dean of Research and Graduate Programs. The position is 20-25 hours per week between the hours of 8:00 a.m. and 5:00 p.m., Monday – Friday, with some flexibility in the hours.

MAJOR RESPONSIBILITIES:
- On behalf of the Dean’s Office, provide excellent customer service when communicating with students, faculty, staff, UD leadership, and constituents.
- Schedule meetings and maintain calendar for the Deputy Dean and Associate Dean of Research and Graduate Programs; respond to requests and inquiries; reconcile expenditures and reimbursements via Concur; monitor budgets and prepare expense reports; handle conference registrations and travel arrangements; assist with projects; collect data and maintain records for programs.
- Support for programs coordinated by the Office of the Dean: Assist with planning and preparing materials for college-wide programs; track, review and process applications; prepare letters and notify accepted applicants; assist with matching students with CANR faculty mentors; prepare schedules and maintain calendars; coordinate HR processing of students accepted to programs and handle logistics, housing, parking permits, ID cards, etc.; monitor budgets; process/submit forms for stipends, allowable reimbursements, purchase supplies, etc.
- CANR Unique Strengths PhD Fellowships, Dissertation Fellowships, and Undergraduate Summer Internships: assist with the application process, review and selection of CANR Unique Strengths PhD Fellowships, Dissertation Fellowships, Undergraduate Summer Internships. Create tracking system and maintain data for programs. Assist the Deputy Dean and CANR Unique Strengths Co-chairs with meetings, events, projects and initiatives.
- Assist with coordination of materials for the annual Delmarva Seed Grants proposal competition.
- Assist with planning and preparing materials for college-wide events and meetings.
- Provide back-up coverage for the CANR Dean’s Office reception desk when needed.
- Attend and assist with college-wide events, including the CANR Research Symposium.
- Create professional and appropriate announcements, flyers, invitations, etc.
- Update websites and calendars for CANR Programs.
- Provide general office support as part of the dean’s office administrative team.
- Perform other duties as assigned.

EDUCATION, EXPERIENCE AND ABILITIES:
- Requires Associate’s degree and 2 years’ experience, or equivalent combination of education and experience.
- Ability to handle multiple tasks concurrently, and skilled in organizing resources and establishing/adjusting priorities in a rapidly changing environment.
- Excellent organizational skills with particular attention to detail.
- Ability to work independently or within a team, anticipate issues and needs, and proactively seek resolutions while being resourceful.
- Must have excellent oral, written, interpersonal, and communication skills when working with faculty/staff, alumni, donors, community members, and University administration as well as people of all ages with diverse backgrounds.
- Must demonstrate a commitment to providing exceptional customer service.
• Understanding of UD policies, systems and processes preferred.
• Ability to make decisions and exercise discretion, confidentiality and judgment in keeping with the level of the position.
• Proficiency in Microsoft Office and Google applications.
• Knowledge of UD systems helpful (i.e. Concur, Web Forms, etc.).
• Experience with design and email campaign software (Constant Contact, Mail Chimp, etc.) preferred. Graphic design experience a plus.
• Must be able to lift up to 25lbs. and have a valid driver’s license.
• Maturity and professionalism are essential.
• On rare occasions, may require some evening or weekend hours.

To apply, please send your resume, references and a cover letter, to Catherine Conrad at cmconrad@udel.edu.

This is a part-time position with no University of Delaware benefits. Employment offers will be conditioned 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 and Women. The University's Notice of Non-Discrimination can be found at http://www.udel.edu/aboutus/legalnotices.html

Brief description of programs:

**CANR Summer Institute**
The CANR Summer Institute (CANR SI) is a summer research internship program for underrepresented undergraduate students who have an interest in pursuing graduate degrees in the agricultural and natural resources sciences. The 10-week program begins the first week of June and ends the second week of August. Up to six students (UD and non-UD) are accepted into the program each year.

**CANR Summer Camp for HS Students**
The CANR pre-college summer camp for high school students will allow for a diverse and enriching look into the multiple facets of agricultural sciences. This one-week program allows students to live on a college campus and discover agricultural science from university professors and researchers through hands-on labs, workshops, field trips, and other group and team building activities.

**International Programs**
Coordinated by the Executive in Residence, the CANR hosts approximately eight college students from Universidad de O’Higgins for approximately four weeks during special sessions. Students audit select courses on campus and attend sessions at ELI. The 4-week program includes trips and activities related to programs and research in the fields of agriculture and natural resources, in addition to other disciplines at UD.

**Borel Global Fellows Program**
The Borel Global Fellows program is a partnership between UD’s College of Agriculture and Natural Resources and the Alliance for a Green Revolution (AGRA) in Africa to build a Master’s degree program to train African students in plant breeding, crop protection, soil science, agricultural economics, and other areas vital to food security in Africa. The program provides opportunities for one to two students per year to complete an MS degree at the University of Delaware while conducting research in their home country in an area of critical need.