Advisor, Global Programs and Partnerships  
Lerner College of Business and Economics  
This is a part-time position (25-28 hour/week), typically between 8a-5p, Monday-Friday. Specific 
hours have some flexibility. This is a non-benefitted position.

CONTEXT OF THE JOB:

The University of Delaware (UD) and the Lerner College of Business and Economics (Lerner 
College) are building education and research collaborations around the world and continue to 
foster innovative and strategic partnerships with higher education institutions.

The Advisor for Global Programs and Partnerships, in collaboration with and under the 
supervision of the Senior Assistant Dean, Global Programs and Partnerships, provides academic 
advising services to international students and develops and delivers orientation programs (ELI 
Info-Bration, International Student Orientation (ISO), New Student Orientation (NSO)).

Job Description
As an Advisor for Global Programs and Partnerships, your primary responsibilities will be (1) 
assisting undergraduate students entering the University from educational systems outside the 
U.S. in managing the transition to UD’s academic environment and (2) ensuring Lerner 
international undergraduate students have the knowledge and resources needed to Finish in 
Four.

Serving as an Academic Advisor to International Students, your duties may include (but are not 
limited to):

- Academic advising during the orientation period through the end of sophomore year; 
course selection, delivering information on academic requirements, fielding questions on 
university policies & procedures.
- Acclimating to the U.S. educational system
- Monitoring degree progress
- Understanding the role of extracurricular activities in the academic plan
- Addressing personal/social issues
- Connecting students to appropriate resources on campus to fully address needs and 
issues (i.e., referral)

Other Duties Include:

- Serving as the point of contact between the Lerner College and relevant university offices, 
such as the English Language Institute (ELI), International Admissions, Office for International 
Students and Scholars (OISS) and the Registrar.

- Developing and Delivering fall and spring New Student Orientation (NSO) for Lerner 
international students.
- Assisting in the implementation and management of new and existing dual degree programs with Lerner’s university partners around the world.

- Assisting with long and short term projects, as needed (sophomore audits, midterm grades, etc)

- Performing other job-related duties as assigned.

QUALIFICATIONS:

- Bachelor’s degree in business, education, counseling or a related field.
- Strong passion for global engagement, international partnerships
- Excellent interpersonal, communication, and analytical skills with a strong customer service orientation
- Ability to: handle highly sensitive activities with confidentiality; work independently and/or as a team member; handle multiple assignments concurrently and know when to take the initiative to re-prioritize; ability to successfully adapt to change; build coalitions; and communicate effectively with diverse stakeholders (e.g. students, parents, faculty, representatives from other academic institutions, etc.).
- Knowledge of University of Delaware’s international student resources and opportunities preferred

TO APPLY: Please send resume, one page cover letter, and three references with names, telephone numbers and addresses to: greganj@udel.edu. In your submission, include any scheduling considerations that affect your daily, monthly and seasonal availability for work.

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