International Projects Program Assistant

University of Delaware

English Language Institute

189 West Main St.
Newark, DE 19711

The English Language Institute (ELI) is a leader in the field of English as a Second Language, offering a variety of programs for a diverse population of students. In addition to its regularly scheduled courses, the ELI offers customized programs for teenagers, university students, professionals, English teachers and university faculty and staff. These specialized programs require individuals with experience working with a diverse international student population to assist staff and faculty with the planning and execution of cultural activities for program participants.

The ELI Office of International Projects is seeking part-time employees to assist in the coordination and facilitation of cultural activities for short-term programs. Under the direct supervision of the Administrative Coordinator for International Projects, the Program Assistant will assist the Administrative Coordinator for International Projects in providing an enriching cultural experience for program participants through coordination and facilitation of program activities.

RESPONSIBILITIES:

- Maintain communications with supervisor (Admin. Coordinator for Int’l. Projects)
  - Prior to start of program: review schedule of availability and program calendar
  - Update Admin. Coord. For Int’l. Projects and Group Coordinator (if appropriate) of any issues or concerns
  - Communicate any changes in activities to supervisor, students and group coordinator (if appropriate)

- Activities
  - Assist with planning and execution of daily cultural activities for program participants
  - Identify new activities for students
  - Responsible for rescheduling activities in instances of inclement weather
    - Maintain indoor activities back up plan
    - Communicate changes as listed above
  - Purchase supplies for activities for which responsible
Encourage students to engage fully and to communicate in English during activities
Escort students on scheduled trips

Student Communications
In absence of group coordinator, connect with students via WhatsApp or other method of communication during trips, etc.

Administrative
Utilize Google Drive to access “Activities and Supplies Document”
- Update activities, associated supplies and description of activity
- Update Inventory
Maintain accurate record of hours
- Google Drive back up spreadsheet of hours
- UD Time
- Communicate with supervisor of any UDTime issues, i.e. system down, missing clock-in, clock-out hours, etc.

QUALIFICATIONS:
- Experience in working with international students, i.e. summer camp counselor, ELI mentor, or any other relevant experience
- Ability to self-manage schedule and communicate any scheduling issues to supervisor with adequate advance notice.
- Excellent communication and interpersonal skills when working with staff and students
- Proficiency with Google Drive Docs and Sheets.
- Ability to provide a supportive and caring environment for English Language Learners

COMPENSATION:
This is a part-time (miscellaneous wage) position for 29-hours a week or less, with no University benefits. Compensation is $13/hour.

APPLY:
To apply, please send your resume and cover letter to Lin McDowell, Project Coordinator for International Projects: linbmcd@udel.edu.

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/affirmative action employer and Title IX institution. For the University’s complete non-discrimination statement, please visit https://www.udel.edu/home/legal-notices/