

Research Development Assistant

The Research Development Office at the University of Delaware seeks a part-time Assistant who will support the daily activities of the unit.

Part-time (10-20 hours per week), paid hourly

Duties and responsibilities:

Under the management of the Research Development Director, the Student/Miscellaneous Wage Assistant will assist with research development activities. This includes researching potential sponsors, tracking funding opportunities, organizing and maintaining electronic and hard copy files/records, assisting with outreach efforts, assisting with the monthly newsletter, and maintaining the Research Development funding opportunity database.

Qualifications:

High school degree or equivalency required. Bachelor's degree preferred. Experience with COS Pivot, Foundations Directory or similar funding opportunity database preferred. Prior experience working with excel very helpful.

Apply

To apply, please send your resume, with contacts for 1-2 references, to Leigh Botner lbotner@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 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>.