Special Programs Coordinator - Office of the Dean
Hourly rate will commensurate with experience

CONTEXT OF THE JOB:
Under the supervision and direction of the Assistant to the Dean, the incumbent coordinates special programs for the Dean’s Office and performs a full range of responsibilities to support the CANR Deputy Dean. Position is 25-28 hours per week between the hours of 9:00 a.m. and 5:00 p.m., Monday – Friday, with some flexibility in the hours.

MAJOR RESPONSIBILITIES:
Provide administrative support to the CANR Deputy Dean and Associate Dean of Research and Graduate Programs.

- Schedule meetings and maintain complex calendar(s); 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.
- CANR Unique Strengths groups and programs: 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. Act as liaison for the Dean’s Office and CANR Departments while providing coordination of these programs.
- Borel International Fellowship Program: coordinate the application process; act as liaison with CANR departments and the dean’s office; maintain records; obtain GRE and TOFL fee waivers.
- Provide administrative/staff support for the CANR Research Symposium.
- Assist with coordination and preparation for the annual Delmarva Seed Grants proposal competition.

Coordinator for the CANR SI Program
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. While there is some flexibility with hours and requests for days off during the summer program, there are several days when staff support is required. Duties include, but are not limited to:

- Serve as point of contact for the program and attend meetings
- Act as liaison for CANR SI with other UD programs (i.e. Undergraduate Research, McNair, Professional and Continuing Studies, etc.); identify opportunities, workshops and programs for students
- Work with CANR Communications to advertise the program internally and externally
- Track, review and process applications; notify accepted applicants; assist with matching students with CANR faculty mentors; schedule activities and maintain CANR SI calendar.
- Coordinate HR processing, logistics, housing, parking permits, ID cards, etc. Monitor CANR SI budget; process/submit forms for stipends, allowable reimbursements, purchase supplies, etc.
- Register students for the August Research Symposium, sponsored by URP. Maintain records and data for the program; provide reports; manage end-of-term survey.
On one or two occasions, provide transportation for CANR SI students to important events and/or meetings.

**Provide general office support as part of the dean’s office administrative team**, ensuring optimal office management and operations at the direction of the Administrative Specialist.

- 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/or assist at college-wide events
- Create professional and appropriate announcements, flyers, invitations, etc.
- On behalf of the dean’s office, prepare correspondence and announcements.
- Update websites and calendars for CANR Programs
- Perform other duties as assigned

**EDUCATION, EXPERIENCE AND ABILITIES:**

- Requires a Bachelor’s degree in business administration or communications and 1-2 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, UDataglance; 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.
- 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](http://www.udel.edu/aboutus/legalnotices.html)