

**POSITION TITLE:** Graduate Program and ERC Assistant (Part-Time)

**SUPERVISOR TITLE:** Business Administrator II

**COMPENSATION:** \$22-24 per hour, up to 30 hours per week

### **CONTEXT OF THE JOB:**

The Department of Chemical and Biomolecular Engineering (CBE) is nationally and internationally recognized for excellence, with undergraduate and graduate programs that are consistently ranked in the top 10 in the U.S. (e.g., #4 and #8, respectively; 2025 US News and World Reports), and a #1 ranking in the latest NSF HERD report on chemical engineering R&D expenditures.

Under the supervision of the Business Administrator and the Graduate Program Coordinator, the Graduate Program and ERC Assistant will provide administrative support to the growing graduate program (200+ students) and administrative and events planning support for the ERC Program.

### **MAJOR RESPONSIBILITIES:**

#### **Admissions/Recruiting**

- Create offer letters from templates based on master spreadsheet from Admissions Director
- Create new student files
- Print copies of applications and offer letters for student files
- Enter leads generated from various conferences, open houses, email correspondence, etc. in Slate for recruiting opportunities
- Collect lists of interested undergraduates from other schools through the name exchange listserv; send pre-drafted email with program information, brochure, etc.
- Perform various tasks related to recruiting weekends such as creating name tags, welcome bags, folders, etc.
- Prepare materials for shipment to AIChE conference

#### **Matriculated Students**

- Verify proper enrollment status for all students prior to beginning of each semester/session
- Process all graduate student forms such as Recommendation for Candidacy Form, Application for Advanced Degree, Change of Classification, etc.
- Assign faculty advisors in UDSIS
- Provide assistance for various graduate program events by creating name tags, folders, printed materials, etc.
- File all paperwork in student files

**Miscellaneous**

- Develop system and dedicated space for storing inactive files and archiving appropriate older files
- Investigate process of transitioning from paper student files to electronic student files
- Assist with conference and workshop planning, organization, and oversight for the ERC Program
- Process paperwork for the ERC center and provide event assistance, and graduate recruiting tasks for the center.

**QUALIFICATIONS:**

- Minimum high school diploma or GED and two years' experience working in an office setting.
- Strong written and oral communication skills, including ability to communicate and interact well with people of all ages and diverse backgrounds.
- Excellent attention to details and organizational skills required.
- Ability to juggle several activities concurrently and re-prioritize; ability to successfully adapt to rapid change.
- Must demonstrate proficiency in utilizing basic office software; including Microsoft Office, Google apps, and Zoom

**APPLICATION PROCESS & TIMELINE:**

Submit a cover letter and resume along with the name, email address and telephone number of at least two references to Krystal Hastings at [krystalp@udel.edu](mailto:krystalp@udel.edu). This position will remain open until it is filled. Applications will be reviewed on a rolling basis, beginning Friday, August 29, 2025.