

University of Delaware

Position: Communications Program Assistant

Location: Biden School of Public Policy & Administration- SNF Ithaca Initiative

Pay Range: \$25.00

Context of position: Under the direct supervision of the SNF Ithaca Program Manager, the Communications and Program Assistant works directly with the Biden School of Public Policy & Administration's Communications team to support the mission of the Stavros Niarchos Foundation Ithaca Initiative by performing complex secretarial and administrative tasks for the programming and communication operations of the unit.

Major Responsibilities

Communications

- Help develop, execute, and manage communication strategies that follow best practices and adhere to UD branding (e.g., social media outreach, event promotion, content development, and production).
- Manage and route requests for updates to the SNF Ithaca Initiative webpages.
- Write and produce written content for editorial purposes.
- Coordinate with the Biden School Communications team to ensure alignment with University and School messaging, tactics, and best practices.
- Other communication, administration, and event-related duties as assigned.

Qualifications:

- Strong interpersonal skills; ability to work effectively with a range of professionals, including administration, faculty, staff, students, and University guests.
- Strong writing skills and ability to create high-quality information and content.
- Experience using design tools (such as Canva) to create flyers and digital materials in alignment with brand standards.
- Ability to work independently.
- Proficiency using the Google suite of products, including Sheets, Docs, Forms, Gmail, and calendars.
- Ability to manage multiple objectives by successfully prioritizing time and resources.
- Ability to communicate effectively and interact well with diverse individuals from a wide range of backgrounds, including students, UD employees, and community members.
- Ability to maintain a strict level of confidentiality.
- High accuracy, attention to detail, and the ability to prioritize and adapt to the unit's needs.
- Bachelor's degree in communications, English, marketing, or related field preferred.

Working Conditions: 20 to 29 hours per week. A consistent weekly hybrid work schedule is required during normal business hours. Special requirements: may require occasional evening and/or weekend hours. **This is a non-benefited, hourly position contingent upon the continuation of funding.**

To apply: Email resume and writing sample to Tracey Bauernschmidt (snfithaca@udel.edu) Program Manager, SNF Ithaca.