

Administrative Assistant - Part Time

Under the supervision of the Director for Study Abroad, the CGPS Administrative Assistant performs a full range of responsibilities to support education abroad programs in the Center for Global Programs & Services.

Major Responsibilities:

- Provide administrative support to the Study Abroad and World Scholars coordinators.
- Respond to all email inquiries in education abroad mailboxes
- Maintain electronic files and records
- Respond to walk-in and phone inquiries
- Provide general guidance on Study Abroad and World Scholars policies
- Serve as the front desk point person for all departments across campus
- Assist with office-wide calendars and scheduling
- Assist with contacting students for Study Abroad and World Scholar notifications, such as collective and individualized reminders and warnings regarding status
- Support the Admin III in data entry and updates in UDSIS and Terra Dotta systems and accurate updates of time-sensitive documents
- Assist with organization of receipts and record management for staff travel
- Perform administrative tasks as assigned with established deadlines and work standards
- Additional responsibilities could be assigned, based on situational and workload requirements

Qualifications:

- Minimum high school diploma or equivalent and two years' experience in an office setting
- Excellent written and oral communication skills
- Must be detail-oriented, organized, and able to manage multiple tasks and objectives
- Must be proficient in Microsoft Word and Google Suite
- Must demonstrate proficiency in understanding and managing data in Excel
- Ability to be flexible and manage time to meet job requirements
- Ability to organize resources and establish priorities
- Demonstrate ability to work effectively as part of a team.
- Ability to communicate/work effectively with a wide range of constituencies in a diverse

Special Requirements:

This position will work 15-20 hours weekly. Ability to work Monday to Friday 8:30am-5:00pm. Resumes, letters of interest, and references should be sent via email to Study Abroad at studyabroad@udel.edu.