POSITION: CGPS Administrative Assistant – PART TIME
LOCATION: 26 East Main Street, Newark DE 19716
PAY: Competitive Hourly Rate

CONTEXT OF THE JOB
Under the supervision of the Director for Global Outreach & Partnerships, the CGPS Administrative Assistant performs a full range of responsibilities to support the Global Outreach & Partnerships unit and its staff in the Center for Global Programs & Services.

MAJOR RESPONSIBILITIES
• Provide administrative support to the Global Outreach & Partnerships team, including Director, World Scholar Program Coordinators, and Partnership & Agreements Coordinator.
• Maintain electronic files and records
• Assist the coordinators with processing visa documents and course equivalencies
• Assist with templates for program summaries, program evaluations and acceptance instructions
• Provide logistical support for Global Outreach & Partnerships programs and delegation visits
• Perform routine data collection, data entry, and data reporting tasks to support Global Outreach & Partnerships programs and services
• Send routine student program participation data to Student Conduct, Student Health Services and Disability Support Services to be reviewed and assessed; collect and distribute results to appropriate coordinators
• 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 community

SPECIAL REQUIREMENTS
Position will work 15-20 hours weekly. Availability Monday to Friday 8:30am – 5:00pm
Resumes and references should be sent via email to Global Outreach & Partnerships at the following email address: go-global@udel.edu