

Position Title: Communications Associate - Part Time**Miscellaneous Wage Employee**

Hourly Pay: \$20.00 per hour

Hours: Average of 20-25 hours per week

CONTEXT OF JOB:

Under the general guidance of the Communications Specialist II, the Communications Associate is a key contributor to the communication and outreach efforts of the Center for Global Programs and Services (CGPS). As a proactive member of the CGPS Communications team, the Communications Associate plays an important role in executing and coordinating communication initiatives, providing operational support for all communications activities of the Center for Global Programs and Services.

This is a part-time non-benefitted position.

MAJOR RESPONSIBILITIES:

The CGPS Communications Associate will assist in:

1. Planning, crafting and publishing approved content on CGPS digital media including CGPS newsletters and email campaigns, UD Abroad Blog, CGPS website and UD Global social media accounts, ensuring content is timely, accurate, and aligned with CGPS messaging, branding, and priorities.
2. Providing logistical and administrative support for the CGPS Communications team including preparing components of communication plans, maintaining contact and distribution lists, scheduling meetings, and preparing internal and external materials.
3. Organizing and distributing digital and print materials, including managing photo archives, securing permissions from content creators, models, and interview subjects, and ensuring all assets are properly catalogued and accessible for communications use.
4. Planning, crafting, and submitting information and approved content to campus partners and UD digital media including UDaily, UD Events Calendar, My Blue Hen Portal, Blue Hen Family Hub Newsletter, and Slate.
5. Conducting market research to support audience targeting and campaign development, and track analytics across platforms to assess performance and inform future strategies.
6. Providing professional-level customer service and communications support to CGPS staff.
7. Supporting the planning and promotion of UD Global campus events and programs.
8. Training and supporting student workers.
9. Participating in Communications team meetings and other duties as assigned by the CGPS Communications Specialist II.

QUALIFICATIONS:

- Completion of high school or equivalent achievement. Degree or relevant coursework or experience in communications, marketing, administration, or a related field preferred.
- Strong written and oral communication and organization skills, with a demonstrated ability to convey information clearly and professionally.
- Excellent organization skills, attention to detail, and the ability to manage multiple priorities in a dynamic work environment.
- Capacity to work independently while contributing effectively to team goals.

- Must be able to follow complex oral and written instructions and be comfortable in seeking clarity and accepting feedback.
- Ability to manage time to meet job requirements.
- Demonstrated initiative, flexibility, and a strong work ethic.
- Skilled in digital tools including Google Suite, Microsoft Office, and project management systems such as Asana.
- Experience using email marketing platforms (e.g., Constant Contact, Mailchimp) and web CMS tools (e.g., WordPress, Adobe Experience Manager).
- Previous experience in a communications, marketing, or administrative role preferred.

To Apply:

Interested applicants should send a résumé, letter of interest, and list of three references to:

Stephanie Ferrell, CGPS Communications Specialist II

Center for Global Programs & Services

Elliott Hall, 26 East Main Street

E-Mail: sferrell@udel.edu

Candidates will be contacted if they are being invited for an interview.