Position Description (Program Assistant, Office of the Provost– Faculty Affairs, part-time)

Context of the job:
The Faculty Affairs Program Assistant will support the programs and events of UD’s Faculty Affairs team, including the Vice Provost for Faculty Affairs, the Associate Provost for Faculty Development, UD-ADVANCE, and UD-ACHIEVE. Under the supervision of the staff in the Office of the Provost, the Faculty Affairs Program Assistant performs a full range of responsibilities to support and execute Faculty Affairs events and programs. The position is hourly, up to 20 hours per week. Hours are flexible, but typically during regular working hours. Some events fall on weekends and evenings and presence at in-person events may be required.

Major Responsibilities:

Faculty Affairs Events/Programs

- Assist with the planning, coordination, and execution of a variety of Faculty Affairs events and programs, such as Small Group Mentoring, Semester Planning, Faculty Recruitment Workshops, Faculty Evaluations Workshops, Peer-review and Promotion Short Courses, Faculty Development Seminars, and New Faculty Orientation.
- Assist with coordinating event hosts, recruitment, registration, assignments, serve as the event lead contact, and assist with questions, cancellations, and event changes.
- Coordinate logistics for events including reserving event space, purchasing supplies, ordering catering and items from vendors.
- Be onsite for in-person events to verify final details and ensure smooth execution of the event.
- Assist with communication for Faculty Affairs Programs.
- Assist with the creation of events marketing materials such as flyers, social media posts, event descriptions, and signage.
- Maintain the Faculty Affairs Events Calendars and input events to UD Central calendar as appropriate.
- Assist the Faculty Affairs Administrative Specialist with administrative support as needed.
- Perform other related duties as assigned.

QUALIFICATIONS:

- High School diploma or GED, Associate’s degree preferred, with five years related experience, or equivalent combination of education and experience.
- Excellent written and oral communication and organizational skills.
- Careful judgment and discretion with respect to strategic and confidential material, flexibility, efficiency, and the ability to prioritize tasks and meet deadlines for a wide variety of assignments.
- Strong organizational and time-management skills, with ability to initiate and manage multiple, complex projects and tasks simultaneously.
• Ability to problem-solve, act independently and use sound judgment, initiative, and discretion in all interactions.
• Strong interpersonal and effective oral and written communication skills with the ability to work effectively with a wide range of constituencies in a diverse community.
• Ability to follow complex oral or written instructions and comfort in seeking clarity and accepting feedback.
• Proficient in Microsoft Word and Excel and Google Suite.
• Experience using online email platforms like Constant Contact or Mailchimp, web management programs like Wordpress, and CRM software.
• Previous administrative or communications experience preferred.
• Demonstrates an understanding and consideration of the differing needs and concerns of individuals with varying identities, cultures and backgrounds.
• Committed to fostering a workplace culture of belonging, where diversity is celebrated, and equity is a core value.
• May be required on occasion to work evenings, weekends and holidays to support the demands of various events.

To apply, please send your resume, references, and a cover letter, to Dana Veron, dveron@udel.edu

This is a part-time, non-benefitted position – maximum of 20 hours a week. This position is primarily remote work, with an expectation of in-person attendance before, during and after Faculty Affairs Programs. Competitive hourly rate based on experience.

Employment offers will be conditioned upon successful completion of a criminal background check. A conviction will not necessarily exclude you from employment. The University of Delaware is an Equal Opportunity Employer which encourages applications from Minority Group Members and Women. The University's Notice of Non-Discrimination can be found at http://www.udel.edu/aboutus/legalnotices.html

Notice of Non-Discrimination, Equal Opportunity and Affirmative Action
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