Job description

We are seeking an individual who can fulfill the following needs for 25 hours per week (5 hours per day):

- Email communications – responding to general applicant/agent inquiries
- Handling walk-in and phone inquiries about our various ESL programs
- Appropriating admissions materials received via email into designated Outlook file folders for later batch processing
- Organization of application documents for review by admissions counselor
- Data entry into multiple student record management systems: MS Access, UDSIS, SLATE
- Electronic filing and retrieval of admissions documents between multiple management systems
- Communications with students (ex: reminders about deadlines, instructions about various procedures to follow, etc.)
- Backup processor for all application types and I-20 request form submissions
- DHL shipments sending/receiving; follow-ups for delivery confirmation/conflict resolution
- Putting together packets of information for visitors who come to ELI
- Intake duties including preparation of intake paperwork (every 2 months)
- Light stat reporting to agencies
- Processing Medical Leave of Absence requests as needed
- Misc. clerical work as needed

Qualifications

- Strong preference for someone with advanced Spanish skills (listening, speaking, reading, & writing).
- Proficiency in MS Office (Outlook, Word, Access, Excel, PowerPoint)
- Ability to type with a high level of accuracy
- Ability to speak with non-native English speakers in a respectful and patient manner, with clear enunciation and simple vocabulary
- Must be a self-starter and have a strong sense of initiative
- Excellent communication skills, oral and written

Supervisor

ELI Admissions Coordinator

To Apply

Please send resume and 1–2 recommendations to Dimitri Goncharov, at dimitrig@udel.edu.

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, Women, Individuals with Disabilities, and Veterans. The University’s Notice of Non-Discrimination can be found at http://www.udel.edu/aboutus/legalnotices.