Data & Content Management Assistant
Career Services Center
The Data & Content Management Assistant will support the Career Services Center Marketing and Communications Team.

Responsibilities:
● Maintain and problem solve for the Career Services’ content management system, Handshake
● Run mid year and annual reports
● Manage the transfer of data from the Registrar to the Handshake system
● Work with staff to develop content to fill newsletter/email projects.
● Write content for brochures, print ads, digital ads, email blasts, etc.
● Edits and proofreads content developed by Career Services Staff.
● Other duties as assigned.

Requirements:
● Proficiency in Microsoft Office Suite, particularly Excel
● Strong editing and proofing skills.
● Excellent writing skills.
● Knowledge of Handshake platform preferred
● Experience with Adobe Creative Suite preferred

Position is part-time: 30 hrs/wk

REVIEW OF APPLICATIONS:
Applications will be reviewed until the position is filled. Applicants should send a resume to Heather Tansley hcat@udel.edu; 302-831-6209

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.html