SABIC Foundation Year Program Administrative and Mentor Support

University of Delaware
English Language Institute
SABIC Foundation Year Program
108 E. Main Street
Newark, De 19711


Duties
At all times, the SABIC Foundation Year Program Mentor and Administrative Support (PMAS) person should conduct themselves professionally and set a good example for his/her students, especially when acting in an official capacity. The PMAS not only represents his/her cohort of students, but also the ELI, and UD.

There are two key areas of accountability for this position:

STUDENT-centered duties
- Able to connect with a Cohort of 10-15 SAUDI scholars on a personal level, supporting the expectations set by the Coordinator and SABIC team.
- Must be able to establish effective communication and rapport with international students.
- Communicate with students in person, via Whatsapp or email regularly.
- Assist Coordinator in planning and leading activities related to orientation, getting-to-know campus, cohort’s engagement on campus in a variety of areas.
- Accompany students and Coordinator, when necessary, to scheduled events.
- Share new ideas regarding events and communication with students with Coordinator.

ADMINISTRATIVE duties
- Record event attendance and quality of engagement for each student
- Meet and communicate regularly with Coordinator; must work well in a team setting.
- Answer e-mails promptly.
- Actively communicate and ask questions when information or instructions are unclear.
- Assist Coordinator in keeping SABIC-related forms and spreadsheets up to date and completed in a timely fashion; Must be comfortable working with and building new Excel/Google sheets.
- Assist Coordinator in documenting SABIC related events/activities, and producing SABIC newsletter; Must be comfortable working with Publisher or other graphic design software.
- Share ideas about how to efficiently communicate a variety of information to students.
- Must be efficient and discreet with handling student data.
- Must have a valid driver’s license and be comfortable driving a van or large vehicle.

QUALIFICATIONS
- University of Delaware student. Graduate student preferred.
- Interest in working with international students. Experience working with Saudi students a plus.
• Interest in working with STEM-bound students. Engineering or Science majors a plus.
• Able to work independently when given a task.
• Experience working in a team setting.
• Leadership experience.
• Familiarity with the ELI and its structure a plus.
• Familiarity with services for international students at the University of Delaware as well as knowledge of the University of Delaware extracurricular activities.
• Although this position does not require previous work experience, time management skills, reliability, attention to detail and strong service skills are valued.
• Must be available 5-15 hours a week depending on student events.

**Supervisor**
SABIC Foundation Year Coordinator
Associate Director of Academic Programs

**Hours**
5-15 hours per week.

**Wages**
Minimum of $10.00/hr. Undergraduate, $13.00/hr. Graduate

**Work-Study Grants**
University students interested in working in the ELI are encouraged to contact the Office of Student Financial Services, 122 Student Services Building, 30 Lovett Avenue, 831-2873 to determine eligibility for state and federal work-study grants.

Work-study grants are one form of financial assistance for students working part-time on campus.

**Apply**
To apply, please send your resume and two references to Maria Jose Riera mjriera@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.