University of Delaware, Newark

Position: Program Coordinator, University of Delaware Water Resources Center

Department: University of Delaware Water Resources Center at the Institute for Public Administration, School of Public Policy and Administration

Start Date: May 1, 2017

This is a part-time, miscellaneous wage position with no University of Delaware benefits. The position is 15-20 hours per week between the hours of 9:00 A.M.-5:00 P.M., Monday-Friday. Specific hours have some flexibility. Applications are due by April 14, 2017.

CONTEXT OF THE JOB

The Delaware Water Resources Center (DRWC), located at the DGS Annex, 261 Academy Street, seeks a Program Coordinator to assist the Director in administration and budget management. The DWRC was established in 1965 as one of the 54 National Institutes for Water Resources at land grant universities in the 50 states, D.C., and Guam, Puerto Rico, and U.S. Virgin Islands. The DWRC mission is to: (1) support research, education, and outreach programs that focus on water management and (2) support training and education of future water scientists and policy-makers in the First State. Since 1977, the Water Resources Agency is sponsored by the State, New Castle County, Newark, and Wilmington to provide water resources assistance to Delaware governments through the land-grant public service, education, and research role of the University of Delaware.

MAJOR RESPONSIBILITIES

Provide administrative and budget support to the Delaware Water Resources Center:

- Act on behalf of the DWRC Director and assist in providing administrative and budget support.
- Assist Institute for Public Administration’s Sponsored Programs Coordinator with DWRC finances.
- Oversee financial transactions, produce and reconcile budget statements.
- Submit grants to the UD research office and manage grants as per university procedures.
- Process expense reports for reimbursements, process travel card and purchase card expenses.
- Assist with equipment requests and/or vendor selection.
- Assist with scheduling, assigning, and prioritizing of student workloads.
- Manage calendar and schedule/organize DWRC Advisory Panel meetings and seminars.
- Work with communications staff to keep website current, produce regular newsletter.
- Create complex reports and spreadsheets, utilize specialized UD budget software and systems.

QUALIFICATIONS

- College degree, two years of administrative experience, excellent organizational skills.
- Experience with office software, email applications, and social media platforms.

APPLY

Submit one-page cover letter, resume, and 3 references to Martha Narvaez, mcorrozi@udel.edu.

Employment offers are conditional upon successful completion of a criminal background check. The University of Delaware is an equal opportunity/affirmative action employer and Title IX institution. For the University’s non-discrimination statement, visit http://www.udel.edu/home/legal-notices/.