ADMIN ASSISTANT – Part-Time (Newark, DE)
Communications Office

An administrative assistant position is available for the Communications Office under the Lerner College of Business and Economics. This is a part-time, non-benefitted miscellaneous wage position (25-28 hours per week), paid hourly located in Newark, DE. The hours are flexible from Monday to Friday.

Responsibilities:
- Assist and support the Communications team in the daily operation and administration of required tasks that support the department.
- Support general office maintenance, serve as greeter as necessary.
- Schedule meeting appointments and make travel plans for staff members, as needed.
- Assist with invoice and budget reconciliation and running reports.
- Assist with project management intake and compile reports on team production.
- Take minutes during meetings, as needed.
- Help maintain mailing lists.
- Handle/route incoming emails addressed to general email boxes.
- Assist with maintaining office supply/beverage inventory, ordering within budgetary guidelines.
- Produce word processing documents which may require formatting, table/column creation, graphics, use of macros and merging information from different document/applications.
- Produce and maintain spreadsheets which may require developing formulas for calculations, analyzing data to make projections, create and distribute reports which may require arranging data and creating charts/graphs.
- Additional responsibilities could be assigned by Communications Director based on situational and workload requirements.

Qualifications:
- Strong attention to detail.
- Excellent interpersonal and written skills.
- Associate’s degree or the equivalent in education, training or experience.
- Proofreading skills are a plus.
- Proficiency in Microsoft Office Products.
- Prior higher education administration experience is helpful.

Contact:
Submit a resume and contact information for three references to Jennifer Hendrickson at jhendric@udel.edu.

Employment offer 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.htm.