Administrative Assistant – Part-Time, Non-University Benefits  
Division of Professional and Continuing Studies (PCS), Newark, DE

Context of Job:
The Administrative Assistant will provide administrative and material preparation support for the Program Coordinator and Noncredit Programs. This position will also assist with receptionist duties, in the building’s reception area, greeting and assisting clients, students, faculty and customers.

Responsibilities:
 Enter new course data in PCS registration system.
 Create test prep course schedules; communicate schedules to various constituents.
 Monitor enrollment for multiple courses.
 Produce various financial and enrollment reports for several courses.
 Request and verify classroom reservations through the Registrar.
 Order and distribute supplies – books, handouts, passwords and parking codes - for multiple courses.
 Assist with planning and executing graduation activities at the conclusion of courses.
 Prepare classrooms and meeting spaces.
 Greet students, staff, faculty and external guests.
 Answer telephone and take messages; resolve routine questions and problems; and refer complex issues to higher levels.
 Provide back-up support for other Administrative Assistants as needed.
 Additional responsibilities as assigned.

Qualifications:
 High School diploma or GED with 2 to 3 years relevant, office experience required
 Proficiency in Microsoft Office 2010 required
 Proficiency in survey software (e.g., Qualtrics, Survey Monkey) preferred
 Ability to learn and work with University and PCS systems
 Knowledge of efficient office practices and procedures
 Ability to manage multiple assignments simultaneously with attention to details
 Strong customer service and student support skills
 Excellent oral and written communication skills
 Ability to work independently and solve problems
 Ability to interact well with individuals of all ages and diverse backgrounds
 Work experience in an institute of higher education preferred

This is a part-time, miscellaneous wage position with no University of Delaware benefits. This position is 20-25 hours per week: Monday, Tuesday and Friday between the hours of 8:00 A.M. – 5:00 P.M., with some flexibility; and Wednesday and Thursday, 12:00 P.M. – 8:00 P.M.

To Apply:
Please submit a cover letter, resume and three references by June 2, 2017 to pcs-hrdepartment@win.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.

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5.19.2017