Administrative Assistant, Plant and Soil Sciences, University of Delaware

Part-time 18.75 hours per week (50%), Standard schedule to be established with the successful applicant and which can be reestablished each semester, during the summer etc. This position has no benefits.

Provides administrative support for Professor in Delaware Biotechnology Institute.

REQUIREMENTS: Requires a minimum of an Associate's degree or equivalent course work in business administration, accounting or related field with five years of progressively responsible administrative experience. Related progressive experience beyond a high school diploma or GED may be substituted for required education or additional related education may be substituted for required experience. Demonstrated ability to use advanced techniques in Word and Excel is important for this position. Experience with federal grants administration, and familiarity with Peoplesoft are preferred, as is secretarial training/experience and experience with web authoring or Powerpoint. Due to the nature of the position, applicants must possess strong communication and time management skills, be detail oriented, and have the ability to handle multiple tasks. Requires strong accounting skills, knowledge of office practices and procedures, business English and proofreading and editing skills.

DUTIES: Prepares and administers laboratory accounts and budgets, including monitoring and reviewing all expenditures for funding, reporting and policy compliance, processing requisitions, performing analyses, compiling data, providing projections and advice for making budget decisions through forecasting and analysis. Assists faculty with confidential letters, submitting grant proposals and progress reports to funding agencies using online mechanisms, scheduling, preparing a variety of documents and course materials, and prepares information packets/electronic files for meetings. Coordinates the scheduling of courses, seminars and symposia; organizes interviews, seminar visits, conference calls and video conferences with national and international collaborators and applicants. Maintains appointment schedule and prepares travel itineraries. Performs other duties as assigned.

Salary $22 per hour. Please apply by sending your resume, the names and contact information for three references, and a cover letter to Dr. Pamela J. Green, green@dbi.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.htm