Delaware Institute for Excellence in Early Childhood
Department of Human Development and Family Sciences

Clerical position: $18.00/hour; approximately 25 hours per week

Duties and responsibilities:

- Point person for materials pick up and drop off at 501 S. College location
- Answer phone lines and screen calls;
- Greets and opens office for instructors conducting workshops;
- Maintain inventory and stock including supplies for equipment such as copiers, printers, etc.
- Maintain calendar requests for space and coordinate with users of training room for needs and questions;
- Assist staff as needed with technology, and office/computer work (i.e. creating manuals, updating materials lists, etc.)

Some knowledge of early childhood education helpful but not required.

Please send resume, cover letter, and direct any questions to Veronica Commodore at vcomm@udel.edu

Special requirements:

   Must be able to lift minimum of 25 pounds.