Front Desk Receptionist – Part-Time, Non-University Benefits
Division of Professional and Continuing Studies (PCS),
501 South College Avenue, Newark Campus

Deadline: Until filled
Location: 501 South College Avenue, front desk
Department: Division of Professional and Continuing Studies, ACCESS

Context of Job:
The front desk receptionist will assist with receptionist duties, in the building’s reception area, greeting and assisting clients, students, faculty and customers.

Responsibilities:
• Greet students, staff, faculty and external guests.
• Refer complex issues to higher levels.
• Provide back-up support for administrative assistant, as needed.
• Additional responsibilities as assigned.

Qualifications:
• High School diploma or GED with 2 to 3 years relevant, office experience required
• Ability to interact well with individuals of all ages and diverse backgrounds
• Excellent customer service skills
• 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 10-12 hours per week: Wednesdays and Thursdays, 4:00pm – 8:00pm and additional days and hours as needed. This is an hourly wage, $12.00/hour.

Apply:

Please send your resume, cover letter, and contacts for 2-3 references to mparnell@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/affirmative action employer and Title IX institution. For the University’s complete non-discrimination statement, please visit http://www.udel.edu/home/legal-notices/.

Statement of Responsibility:
The University of Delaware community values both personal and academic freedom. All members of the campus community have the personal responsibility to promote an atmosphere of civility in which the free exchange of ideas and opinions can flourish. We do so by learning from individual and collective differences and by respecting every human being.