Office Assistant / Operations Coordinator

Horn Entrepreneurship Venture Development Center
132 E. Delaware Avenue
Suite 100
Newark, DE 19711

Hourly Rate: $13 to $15 per hour
Average Hours per Week: 28
Available Hours: Monday to Friday

CONTEXT OF THE JOB:

Horn Entrepreneurship serves as the University of Delaware’s creative engine for entrepreneurship education and advancement. Built and actively supported by successful entrepreneurs and thought leaders, Horn Entrepreneurship empowers aspiring innovators and entrepreneurs as they pursue new ideas for a better world.

Under the supervision of the Administrative Assistant, the Venture Development Center Operations Coordinator serves as chief first impressions officer, performs operational tasks and provides general administrative support across Horn Entrepreneurship’s programming platforms, including academic, enrichment, venture support & commercialization and youth offerings. As part of the Horn Entrepreneurship team, the Operations Coordinator works in a fast-paced, purpose-driven and dynamic environment.

MAJOR RESPONSIBILITIES:

- Maintain a comprehensive awareness of all Horn Entrepreneurship personnel, offerings and events.
- Serve as the chief first impressions officer for Horn Entrepreneurship by providing front desk and reception coverage, greeting visitors, offering tours, answering/directing telephone calls and responding to general program email.
- Oversee stakeholder use of the Venture Development Center. This includes managing the master calendar in Outlook, serving as the primary contact for room reservations and VDC scheduling assistance, informing students of guidelines for their activities and enforcing policy guidelines, as appropriate and necessary.
- Assist the Administrative Assistant in providing clerical support for faculty, including the production of printed classroom materials and proctoring of makeup exams.
- Maintain an inventory of office supplies and make purchases to support general VDC operations.
- Ensure the general cleanliness of the VDC and report maintenance, IT and other issues to the Administrative Assistant and Business Administrator.
- Assist in entering data in Salesforce, as needed.
- Manage in-bound and out-going mail as well as the distribution of physical items from the front desk.
- Perform other job-related duties as assigned.
QUALIFICATIONS:

- Minimum high school diploma or GED and two years’ experience working in an office setting.
- Strong written and oral communication skills, including the ability to communicate and interact well with people of all ages and diverse backgrounds.
- Excellent attention to detail and organizational skills required.
- Ability to juggle several activities concurrently and re-prioritize; ability to successfully adapt to rapid change.
- Passion for entrepreneurship is required.
- Must demonstrate proficiency in utilizing basic office software, including Microsoft Office.
- Working knowledge of customer relationship management software platforms, especially Salesforce, is desirable.
- Special requirement: Ability to work a (somewhat) flexible schedule, as the responsibilities of the position may require some participation in evening and weekend activities.

To apply, please send your resume with cover letter and 3 reference contacts to Michael McCormick, hornprogram@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/.