An administrative assistant position is available for the Graduate and MBA Programs Office under the Lerner College of Business and Economics. This is a part-time position (25-28 hours per week), paid hourly, located in Newark, DE.

**Responsibilities:**

- Serve as receptionist/greeter. Customer service is key in this role as students, faculty, staff, vendors and external guests are regular visitors to the building.
- Assist and support the Graduate & MBA Programs Staff, including the Deputy Dean and Director of Operations, as needed in the daily operation and administration of required tasks that support programs in the Graduate & MBA/Career Services Department.
- Assist with the daily building operation and administration, which includes coordinating shared spaces for meetings/events, reserving and maintaining meeting rooms, conference room, classrooms and collaboration rooms.
- Receive appointments for staff members.
- Assist in maintaining confidential student records according to pre-defined processes within the Graduate & MBA Program office which includes files, copying, scanning, etc.
- Maintain/update Reception Desk Resource Guide as needed.
- Assist in implementing/arranging/facilitating a variety of events as scheduled by the Department.
- Assist with maintaining office supply and beverage inventory, ordering within budgetary guidelines.
- Produce word processing documents which may require formatting, table/column creation, graphics, use of macros and merging information from different document/applications.
- Produce and maintain basic spreadsheets which may require analyzing data to make projections; create and distribute reports which may require arranging data and creating charts/graphs.
- Additional responsibilities could be assigned based on situational and work load requirements.

**Qualifications:**

- High school degree or equivalency required. One-two years office experience preferred.
- Proficient with Word. Experience with Excel and PeopleSoft database systems preferred.
- Prior higher education administration experience is helpful.

**Contact:**

*By May 25, 2018:* Submit a resume and contact information for three references to Michele Pepitone at micpep@udel.edu.

Employment offer will be conditioned upon successful completion of a criminal background check. A conviction will not necessarily exclude you from employment.

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