Administrative Support, ADVANCE Institute

General Description
The ADVANCE Institute is a National Science Foundation (NSF) funded program designed to change the institutional climate to support the recruitment, retention and advancement of women faculty and faculty-of-color at UD.

Under the direct supervision of the Director, this position is responsible for administrative tasks related to the day-to-day operations of the Institute. Job functions include managing financial and budgeting efforts. The financial responsibilities include administration of the NSF award as well as university funding. This is a part-time, 20 hours per week, miscellaneous wage non-benefitted position.

Responsibilities:
- Maintains database and record keeping for the institute.
- Provides budget projections and manages financial reports.
- Performs award management. Monitors expenditures, anticipates spending, and analyzes scenarios in changing financial projects.
- In coordination with the Research Office, provides recommendations to PI and Director for compliance with University and federal policies and regulations with regards to administering sponsored awards.
- Interacts with all levels of University personnel, including faculty, department chairs, staff and University administrators.
- Coordinates workshops, program events, and committee meetings including travel accommodation, reimbursement, honoraria, and logistical needs such as venue space, food and beverages, and announcements.
- Be willing to undertake other related duties as assigned.

Qualification:
- High school diploma or GED (Associate's degree preferred) and five years of experience.
- Working knowledge of financial reporting, administrative policies and procedures, contract and grant administration.
- Proficiency with MS-Excel, MS-Word, MS-Outlook.
- Effective organizational skills and knowledge of administrative support practices.
- Ability to interpret, adapt and apply guidelines and procedures.
- Ability to effectively communicate and adjust to an ever-changing environment.

To Apply:
Email a current resume, cover letter, and three references to svican@udel.edu

Employment offers will be contingent 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 and Women. The University's Notice of Non-Discrimination can be found at http://www.udel.edu/aboutus/legalnotices.html.