Administrative Support, Flex and Dining Contract Office

General Description
The Dining and Flex Services Office is responsible for the overall operation, financial management and reporting of the University’s Dining Board and Flex operations. The department has an overall accounting responsibility for over $35 million in revenues and has an operating budget of approx. $138 thousand.

This position is responsible for administrative and support tasks relating to the Flex program, Dining Services meal contracts, ID cards, and services delivered on ID cards, under the direct supervision of the Flex/Dining Office. Position includes direct customer interaction at service counters, and on the phone and/or email, so requires a strong customer service orientation. This is a 12-month, part-time, 28 hour per week, Mon-Fri, miscellaneous wage non-benefitted position. Hours may vary depending on office needs.

Responsibilities:
- Assists with the administration of the day to day activities of the Dining Services and Flex Administrative Offices. Administers policies and procedures. Supports daily operations processing.
- Counsels and advises students, parents and staff on issues related to dining services and flex spending accounts.
- Produce new and replacement ID Cards for UD students, faculty, staff, and special customers, as well as other services provided at the counter.
- Maintains and updates campus card system and Dining databases.
- Performs miscellaneous job-related duties as assigned.
- Be willing to undertake other related duties as assigned.

Qualifications:
- High school diploma or GED with two years office experience. (Associate’s degree preferred)
- Proficiency with MS-Excel and MS-Word required. Must be able to demonstrate proficiency.
- Knowledge of general office practices and procedures.
- Strong organizational, analytical, and decision making skills.
- Ability to handle multiple assignments concurrently.
- Excellent Customer Service Skills a must.
- Ability to communicate effectively and interact well with people of all ages and diverse backgrounds.

To apply:
E-mail a current resume, one-page cover letter and names, addresses, and telephone numbers of at least three references to btoole@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.