Administrative Assistant – Part-time  
Department of Geography  
University of Delaware

The Department of Geography seeks an administrative assistant. The Administrative Assistant will assist with supporting the day-to-day administration and operation of the Department. As the first point of contact in the main office, the Administrative Assistant will greet and interact with faculty, students, and visitors on a frequent basis.
This is a part-time position (20-25 hours a week), Monday through Friday, with flexible hours. This position does not offer benefits. Compensation is commensurate with the level of experience.

Start Date: July 2, 2018

Responsibilities:

Provide administrative support to the Department of Geography:

• Serves as first level of triage for the Department of Geography. Greets and directs visitors, answers phone, scheduling via Google Calendar
• Office scanning and filing
• Assist faculty with international travel when using grant funds. Ensure the ‘Fly America Act’ is followed when making flight arrangements. Schedule itineraries.
• Utilizes word processing, PowerPoint, spreadsheet and database computer applications
• Orders office supplies
• Coordinating special events
• Sort and distribute mail and assist with shipments
• Performs miscellaneous job-related duties as assigned

Qualifications:

• High school diploma or GED and one to two years’ experience
• Ability to work independently with moderate supervision
• Experience with Excel and other Office suite programs preferred
• Prior experience in office setting preferred

Apply:

To apply, please submit a resume with contacts for 1-2 references to Kaci Middlemas, kaci@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 Employer which encourages applications from Minority Group Members, Women, Individuals with Disabilities, and Veterans. The University's Notice of Non Discrimination can be found at http://www.udel.edu/aboutus/legalnotices