Osher Lifelong Learning at the University of Delaware in Wilmington campus (OLLI) is a membership cooperative within the Division of Professional and Continuing Studies. OLLI provides opportunities for educational, cultural and intellectual development for individuals age 50 and older and serves 2,800 members annually. Over 280 enthusiastic, creative, and energetic volunteer instructors teach approximately 300 courses each fall and spring semester.

Primary Responsibilities:
- Greets and directs visitors; answers phones and takes messages; answers questions requiring knowledge of the organization.
- Utilizes word processing, spreadsheet and database computer applications.
- Maintains office filing systems.
- Proofreads catalogs for three OLLI locations and other marketing materials.
- Works closely with the division marketing unit regarding timing of marketing materials.
- Resolves routine questions and problems, and refers more complex issues to higher levels.
- Prepares files to be archived.

Qualifications:
High school degree or equivalency required. Experience with Excel and other Office suite programs preferred. Prior experience in office setting preferred. Ability to work with a diverse, older membership.

To Apply
Part-time, non-benefited, 10 - 20 hours per week, paid hourly. To apply, please send your resume, with contacts for 2-3 references, to Carol Bernard at cbernard@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/

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