administrative assistant
new castle county cooperative extension

deadline:
this is a grant funded part-time, 20 hours per week position without benefits.
requirements: high school diploma or ged with three years of experience in a
administrative assistant position. additional administrative assistant training or related
education may be substituted for required experience. training and experience in the
university environment are preferred. requires knowledge of office practices and
procedures, business writing, english and proofreading and editing skills. requires
hands-on experience with electronic information systems, demonstrated ability to create
and maintain databases and spreadsheets as well as use intermediate word processing
techniques including word, excel, power point, & wordpress; organization and program
materials management and the ability to communicate effectively and interact well with
people of all ages and diverse backgrounds.

special requirements: must pass typing test (net 45 wpm). duties: perform
complex secretarial duties including the compilation of data and generation of routine
reports as well as a variety of secretarial duties for which independent judgment is
required in handling confidential and non-routine matters. answer phone lines and screen
calls. maintain records; compile departmental data and forms. prepare public documents
and assist in maintaining web pages via wordpress. assist with social media messaging
using facebook and twitter, press release development and communication with press
contacts. summarizing of information and data management. logistics for special
events/programs as needed. perform other related duties as assigned. monday through
friday mornings 9 am to 1 pm. pay is $14.00/hour. this is a grant funded position.

please send resumes and direct any questions to serena connor at serenac@udel.edu.

organization chart

county director

administrative assistant