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 an 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 1pm. Pay is $14.00/hour. This is a grant funded position.

Please send resumes, cover letters, and direct any questions to Serena Connor at serenac@udel.edu.