Administrative Support – Dean’s office

The College of Earth, Ocean, and Environment at the University of Delaware seeks a part-time Administrative Assistant who will assist in the Dean’s office. The Administrative Assistant supports the day-to-day administration and operation of the Dean’s office assisting the Assistant to the Dean, Assistant Deans, and the Business office. 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.

Part-time (20-25 hours per week), paid hourly

Primary Responsibilities:

- Greets and directs visitors; answers phones and takes messages; answers questions requiring knowledge of terminology, organization, supervisor’s responsibilities, etc. (e.g. appropriate referrals/triage, general purpose of the unit)
- Reviews, routes and prioritizes mail.
- Arranges and coordinates meetings.
- Maintains inventory of supplies and equipment; orders supplies when necessary; completes, processes and maintains paperwork for purchasing (e.g. orders, requisitions, invoices).
- Utilizes word processing, spreadsheet and database computer applications.
- Create office filing systems; organizes and maintains files (including confidential files); maintains, updates and reviews reference materials and manuals.
- Complies information and distributes monthly college newsletter via email.
- Resolves routine questions and problems, and refers more complex issues to higher levels.
- Prepare 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.

Apply
To apply, please send your resume, with contacts for 1-2 references, to Sandy Goodley-Magers at goodley@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.