

## **Part-Time Administrative Assistant – Climate Hub**

**Location:** Newark, DE (on-site at the Climate Hub, Robinson Hall 301)

**Schedule:** ~15 hours/week; set weekly hours to be determined with Directors; occasional evening events

**Reports to:** Climate Hub Directors

### **Context of the Job**

The Climate Hub advances and facilitates climate change-related research, education and community engagement at the University of Delaware. We're seeking a highly organized, detail-oriented Administrative Assistant to support event logistics, office management, and people coordination. The Administrative Assistant will be the day-to-day face of the Climate Hub, maintaining a regular scheduled presence in the space to support student, faculty and staff access.

### **Primary Responsibilities**

- Support office operations such as procuring, supplies, printing and recruitment materials, coordinating student volunteers, and maintaining inventory.
- Assist with event logistics (e.g., room reservations, catering purchases and coordination, travel reimbursements for speakers, tracking expenses and budgets, listing events on UD Events Calendar).
- Support major activities such as Earth Month, Worldwide Climate Games Day, UD Climate Research Forum, weekly meetings and regular Hub workshops.
- Coordinate use of the Climate Hub conference room and develop processes to enable others to access our space and materials (e.g., our games lending library).
- Attend quarterly meetings with our advisory board and partners, take notes, track action items, and follow up with partners as needed.
- Maintain and update status trackers to coordinate with Hub Directors, Student Leaders, and College and University staff.
- Liaise with undergraduate and graduate student leaders to support activities by registered student organizations.
- Edit intern-drafted communications materials and support updating of the website and social media platforms.
- Data management and research projects may also be part of the job, depending on the assistant's interests and skill sets (e.g., identifying researching grant and funding opportunities, developing support materials for faculty affiliates, working on our annual report).

### **Qualifications**

- Bachelor's Degree
- Experience supporting events, meetings, or office operations.
- Strong organizational and time-management skills; able to juggle multiple deadlines.

- Clear written and oral communication; attentive notetaking and follow-through.
- Proficiency with common office tools (Google Workspace or Microsoft 365), shared drives, and basic spreadsheets.
- Reliability for on-site work in Newark, DE.

**Preferred Qualifications**

- Experience with university processes (room reservations, purchasing, reimbursements, travel).
- Familiarity with budget tracking (e.g., spreadsheets, P-cards, reimbursements).
- Experience coordinating student volunteers or interns.
- Interest in the environment, climate, sustainability, or public service is a bonus.

**Work Environment & Schedule**

- On-site at the Climate Hub (~15 hours/week).
- Some flexibility in setting a consistent weekly schedule with the Directors.
- Occasional evening coverage for key events (with notice) outside regular hours.

**Compensation:** \$25.00/hour

**Start date:** Fall 2025

**To Apply**

Please send your resume, cover letter and contact information for 2-3 references to Dr. A.R. Siders, [siders@udel.edu](mailto:siders@udel.edu). Review of applications will begin October 10<sup>th</sup>. Applications will be accepted until position is filled.