Position: Administrative Assistant – Epidemiology Program

Location: STAR Campus

Pay: $16 per hour

20 hours per week

Context of the Job: We are looking for a highly detail oriented and flexible individual to assist with administrative tasks related to the development and growth of a new academic program in the College of Health Sciences. The Administrative Assistant must have excellent communication and computer skills. This dynamic individual should proactively assist with the coordination of projects and programs by performing basic research, organizing data, creating logistic plans, and implementing key steps in project planning to assure success. This is a part-time position.

Major Responsibilities:

- Coordinate and assist director with ongoing operations.
- Maintains day-to-day correspondence, files, and other documents; assist with special projects such as faculty meetings, grant administration, email communication, and other administrative documents.
- Responds to informational emails and follow-up calls as necessary.
- Schedule and plan meetings and special events for the Epidemiology Program.
- Attend events and staff meetings and coordinate the physical space and logistics for events.
- Assist in compiling detailed reports related to student applications, advising, coursework, and other documents related to the curriculum.
- Assist with developing marketing and other materials related to student recruitment, retention, and satisfaction.
- Maintains an inventory of program materials, office products, program incentives and other supplies; completes, processes and maintain paperwork for purchasing (e.g. orders, requisitions, and invoices).

Qualifications:

- The Administrative Assistant will have a Bachelor's degree (preferred) or will hold an Associate's degree along with relevant experience in the areas of public health and higher education.
- Minimum of three (3) to five (5) years’ experience required.
• Ability to proficiently use Microsoft Office.
• Maintain strict level of confidentiality regarding personal and administrative information.
• Manage multiple projects by successfully prioritizing time and resources.
• Experience with marketing and use of website design platforms also preferred.

Resumes should be sent via email to Lauren Camphausen at the following email address: campl@udel.edu