Administrative Assistant/Front Desk – Part-Time, Non-University Benefits
University of Delaware, Division of Professional and Continuing Studies (PCS)

Deadline: Until filled – applications reviewed immediately
Location: 501 South College Avenue, Newark, DE 19716
Department: Division of Professional and Continuing Studies

The Division of Professional and Continuing Studies (PCS) is seeking an administrative assistant with courteous and professional front desk, customer service skills. This position will provide administrative assistant support to the PCS staff and answer telephones, greet and direct visitors, resolve routine questions, and assist in the daily operations of the division. The day-to-day coverage is Monday, Tuesday, Thursday, and Friday 1:00pm-5:00pm with flexibility, as needed, for vacation and sick coverage.

Responsibilities:

- Provide administrative assistant support, prioritizing projects to meet deadlines.
- Printing and collating classroom materials for noncredit certificate programs.
- Update monitors weekly with course and building activities.
- Provide admin support for PCS events, such as Lunch and Learns and division meetings, etc.
- Routinely update email, telephone, organizational charts, and division lists.
- Serve as front desk receptionist - greet, direct, and assist students, staff, faculty and guests.
- Answer multi-line telephone in a timely, courteous manner and direct calls. Answer and resolve general questions regarding PCS.
- Review and disseminate mail, including UPS deliveries and manage the mailroom, bins, etc. Communicate with Campus Mail, mail carriers and staff regarding mail.
- Maintain an organized and uncluttered front desk reception area.
- Ability to produce word processing documents and letters, produce and maintain basic spreadsheets, and create and distribute reports.
- Assist in the daily operations of the division, as needed.
- Assume additional responsibilities as assigned based on situational/workload requirements.

Qualifications:

- Minimum high School diploma or GED with 3+ years relevant, office experience required.
- Work experience at an institution of higher education preferred.
- Competent with basic word processing, spreadsheet and database computer applications.
- Proficient in MS Office Suite, Outlook, and Google.
- Excellent written and oral communication skills.
- Strong organizational ability to manage and prioritize multiple assignments simultaneously, with attention to details and deadlines.
- Ability to learn new software.
- Ability to interact well with individuals of all ages and diverse backgrounds, maintaining a positive and collaborative work environment.
- Ability to work independently and solve problems.
This is a part-time, miscellaneous wage position with no University of Delaware benefits. This position will be less than 29 hours per week, Monday through Friday; flexibility and sick and vacation coverage availability, preferred. Compensation commensurate with experience.

**Apply:** Please send your resume, cover letter, and contact information for three references to:

pcs-hrdepartment@udel.edu

Employment offers will be conditional 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/affirmative action employer and Title IX institution. For the University’s complete non-discrimination statement, please visit http://www.udel.edu/home/legal-notices/.