ADMINISTRATIVE ASSISTANT
Part-Time (Newark, DE)

The Department of Computer & Information Sciences has an opening for a part-time administrative assistant, 20 hours per week paid hourly, on the University of Delaware’s main campus. This is a part-time, non-benefitted position. The administrative assistant will assist in the support of the day-to-day administration and operation of the Department, interacting with faculty, students, staff and visitors on a frequent basis.

Responsibilities:

- Maintain calendars and schedules for Departmental staff and conference rooms
- Update, purge and maintain Departmental files for students and alumni
- Assist in scheduling, facilitating and implementing travel arrangements for Departmental faculty, students and visitors
- Assist in scheduling, facilitating and implementing logistics related to Departmental activities and events
- Produce/edit word processing, spreadsheet and presentation documents and files, using Microsoft Office and/or Google Suite applications
- Sort and maintain faculty, staff and student mail on a daily basis
- Maintain graduate student desk assignments
- Assist Department chairperson, business administrator and staff with projects on an as needed basis
- Additional responsibilities may be assigned based on situational and workload requirements
- Perform other miscellaneous job-related duties as assigned.

Qualifications:

- High school degree or equivalency required; college degree preferred
- Excellent oral and written communications skills
- Strong interpersonal relationship skills
- Proficient in the use of Microsoft Office applications -- Office, Word, Excel, Access and PowerPoint -- and Google Suite applications with a willingness to train to an advanced level
- Prior employment in an administrative assistant capacity preferred

Contact:

For consideration, submit a cover letter and resume with contact information for three references to: Krystal Hastings, krystalp@udel.edu.