ADMINISTRATIVE ASSISTANT/FRONT DESK RECEPTIONIST

Part-Time (Newark, DE)

Materials Science and Engineering has an opening for a part-time administrative assistant 30 hours per week, paid hourly, located on the University’s main campus. This is a part-time non-benefited position. The Administrative Assistant will assist with supporting the day-to-day administration and operation of the Department. 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.

RESPONSIBILITIES:

- Serve as receptionist/greeter. Customer service is key in this role as students, faculty, staff, vendors and external guests are regular visitors to the building.
- Answer phone, direct calls and take messages.
- Assist in maintaining confidential information specific to the Materials Science and Engineering Department.
- Maintain/update Front Desk Resources as needed ensuring coverage during normal business hours, coordinating breaks and appointments with other department staff members.
- Assist in implementing/arranging/facilitating events as necessitated by department events.
- Produce word processing documents, which may require formatting, table/column creation, graphics, and merging information from different documents/applications.
- Sort incoming and outgoing daily mail and interoffice correspondence for the department.
- Sign for and log packages for pickup by faculty, staff and students.
- Assist department chairperson and business administrator with projects on an as needed basis.
- Additional responsibilities could be assigned based on situational and workload requirements.
- Performs miscellaneous job-related duties as assigned

QUALIFICATIONS:

- High school degree or equivalency required, college degree preferred.
- Proficient with Microsoft Office applications to include Word, Excel and Outlook. Willingness to train to advanced level.
- Prior customer service experience desired.
Contact: Submit a resume and contact information for 3 references to Lisa Henriksen, lhenrik@udel.edu

Employment offer will be conditional upon successful completion of a criminal background check. A conviction will not necessarily exclude you from employment.