Position: Administrative Assistant - Department of Physical Therapy

Work Location: STAR Campus, Health Sciences Complex

Pay: Compensation is commensurate with the level of experience

Hours: (20-25 hours a week), Monday through Friday, with flexible hours

The Department of Physical Therapy seeks an administrative assistant. 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. This position does not offer benefits.

Responsibilities:
Provide administrative support to the Department of Physical Therapy:
• Serves as first level of triage for the Department of Physical Therapy. Greets and directs visitors, answers phone, scheduling via Google Calendar.
• PT Workroom Support (Office scanning, copier and filing)
• Order and manage office supplies
• Maintain shredding and Archives
• Manage FOB and Key distribution
• Sort and distribute mail and assist with shipments
• Coordinate departmental events/catering
• Perform other related duties and/or assist with special projects as assigned.

Qualifications:
• High school diploma or GED and one to two years’ experience
• Ability to work independently with moderate supervision
• Experience with Excel and other Office suite programs preferred
• Prior experience in office setting preferred

Apply:
To apply, please submit a resume with contacts for 1-2 references to Kaci Middlemas, kaci@udel.edu

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