CONTEXT OF THE JOB:
Under limited supervision of the Chair performs complex administrative duties. Coordinates and ensures the implementation of, and compliance with, internal and external administrative policies and procedures. Prioritizes and resolves administrative issues. Independent judgment, initiative and problem-solving skills are required.

MAJOR RESPONSIBILITIES:

• Assist and support the Chair in the daily operation and administration of the department.
• Monitor processing of contracts, requisitions, acquisition of equipment, supplies and inventory control.
• Assist in the preparation of administrative forms, which may contain confidential information (i.e., labor forms, invoices, etc.). Assist in the preparation of letters acknowledging contributions made to the Department.
• Maintain and update spreadsheets required for record keeping using strict confidentiality for sensitive data.
• Update and maintain documentation required for CAA re-accreditation including, but not limited to, affiliate contracts, affiliate personnel records, CAA correspondence and other documentation as required.
• Assist in arranging annual events, e.g., Invitational Lectures, Clinical Affiliates Meetings, etc.
• Additional responsibilities might be assigned by the chair, based on the demanding situation and the workload.

QUALIFICATIONS:

• Requires a minimum of a high school diploma or GED along with three to five years of job-related experience. An Associate’s degree or its equivalent in business administration or related field is preferred.
• Experience in office operations which includes operating office machines, handling incoming and outgoing mail, postal and shipping services, answering phones, directing calls and taking messages; file maintenance; maintaining and updating supplies.
• Experience in data collection, which includes collecting, compiling and maintaining data from multiple sources such as files, records, databases, customers, staff or others.
• Experience in using standard computer software programs for word processing, spreadsheets or databases.
• Ability to handle multiple tasks concurrently;
• Ability to communicate effectively and interact well with students, faculty, professional, staff, and people of all ages who have various needs and with diverse backgrounds.

To apply, submit cover letter, your current résumé/CV, and contact for three references to Alyson Mann, Business Administrator, amann@udel.edu. Review of applicants will begin immediately and continue until the position is filled.

Employment offers will be conditioned 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 Employer which encourages applications from Minority Group Members and Women. The University’s Notice of Non-Discrimination can be found at http://www.udel.edu/aboutus/legalnotices.html