OFFICE OF INSTITUTIONAL EQUITY

Position: Administrative Assistant - Office of Vice Provost for Equity, Office of Institutional Equity
Location: Hullihen Hall, Main Campus, Newark, DE

Pay: $18-22 per hour (depending on experience)

90% remote, part-time, non-benefited position (20-28 hours per week)

Context of the Job:
We are looking for a talented, detail oriented individual to assist with clerical and administrative tasks within the Office of the Vice Provost for Equity. Under the direct supervision of the Vice Provost for Equity, the Administrative Assistant will provide support within the unit. Candidates must have excellent communication, organizational, and computer skills. This dynamic individual should proactively assist with sustaining office operations, supporting the Vice Provost and their activities, and maintaining databases/programs essential to the unit.

Major Responsibilities:

• Provides comprehensive administrative support and coordinates logistics for various unit-level efforts. Primary contact for University units, and external constituents.

• Develops and maintains unit calendars. Schedules recurring and non-recurring appointments, meetings and other events. Reserves rooms and orders food as needed.

• Interprets and communicates UD academic policies and procedures to all constituencies.

• Compiles, summarizes and presents administrative and programmatic issues to supervisor; recommends and implements solutions.

• Orders and maintains supplies and equipment. Processes paper and electronic forms. Prepares and sends paper and electronic mass mailings.

• Develops original and routine correspondence in response to inquiries and for supervisor's signature and distribution; produces documents merged from Word, Access and Excel, charts, graphs and PowerPoint presentations for Vice Provost. Researches and learns software programs to enhance presentations and web presence (may include social media).

• Monitors revenue and expenses for Vice Provost budget.

• Monitors payroll for students on work study and/or miscellaneous wage.

• Greet guests (in-person or virtually), determine needs/concerns, and answer incoming calls and e-mails. Determine needs/concerns, provide service and/or direct to appropriate resources.
• Manages the VPE email inbox, and independently responds to a variety of queries. Escalates issues of a complex nature to the Vice Provost for Equity prior to responding to the requester.

• Reviews office functions to determine and establish process improvement measures.

• Performs administrative functions, such as, preparing letters, coordinating travel arrangements, answering calls, maintaining office files and other logistic.

• Performs other duties as assigned.

Qualifications:

• Minimum of high school diploma or GED
• Knowledge of principles and practices of office operations
• Ability to use effective communication and interpersonal skills to provide exceptional customer service
• Ability to interact with people of diverse backgrounds
• Ability to make decisions and judgments in keeping with the level of the position
• Ability to prioritize appropriately and handle multiple assignments concurrently
• Self-motivation, initiative and effective organization and communication skills
• Ability to exercise discretion, confidentiality and judgment
• Proficiency with Microsoft Office (Outlook, Word, Excel and Power Point), Adobe Acrobat, and Social Media web platforms preferred

To apply: please send your resume, with contacts for at least 2 references and a cover letter, to Dana Brittingham, dbritt@udel.edu