POSITION: Administrative Assistant, Plant and Soil Sciences – part-time

LOCATION: Townsend Hall, 531 S. College Ave, Newark, DE 19716

PAY: $18.00-$22.00 per hour based on experience

SCHEDULE: Position will work 15 hours weekly, hybrid schedule

APPLICATION: Resume and cover letter should be sent via email to Tracy McMullen, Business Administrator, PLSC at tracymc@udel.edu.

CONTEXT OF THE JOB: Under the supervision of the Business Administrator II, the Administrative Assistant performs a wide range of responsibilities to support the Department of Plant and Soil Sciences at the College of Agriculture and Natural Resources.

MAJOR RESPONSIBILITIES:

- Monthly statements – Utilizing the department’s master list of purpose codes, process monthly statements in UDataGlance and disseminate to appropriate staff.
- Seminars - Manage department seminars during academic semesters. This includes distributing seminar announcements, travel arrangements for speakers and guests, processing expenses/reimbursements associated with speakers and guests, and arranging for snacks & drinks during seminar hours.
- Monitor PLSC websites and hallway displays for updates. Communicate updates to the CANR communications team.
- Assist staff with gathering documentation for automated closeout reports related to contracts and grants.
- Concur – act as Concur delegate for assigned group of employees. Ensure expense reports are compliant and submitted in a timely manner.
- UDExchange – act as requester for assigned group of employees. Ensure purchases are compliant and submitted in a timely manner.
- Hospitality committee - participate as a member of the committee and assist with coordination and planning of department events.

QUALIFICATIONS:

- Minimum high school diploma or equivalent and two years’ experience in an office setting.
- Excellent written and oral communication skills.
- Must be detail-oriented, organized, and able to manage multiple tasks and objectives.
- Must be proficient in Microsoft Word and Excel.
- Ability to be flexible and manage time to meet job requirements.
- Ability to organize resources and establish priorities.
- Demonstrate ability to work effectively as part of a team and independently.
- Knowledge of university systems preferred.
- Knowledge of contracts and grants preferred.