POSITION: Administrative Assistant – part-time

LOCATION: McDowell Hall, 25 N. College Avenue, Newark, DE 19716

PAY: $18 per hour

CONTEXT OF THE JOB:
Under the supervision of the Business Administrator and Executive Assistant of the School of Nursing, the Administrative Assistant performs a full range of responsibilities to support the Department and it’s faculty and staff.

MAJOR RESPONSIBILITIES:
- Support the Associate Dean for Faculty and Student Affairs and Associate Dean for Academic Affairs and Practice Initiatives – assist with calendar, including scheduling of meetings and events; manage CV; prepare correspondence and presentations; assist with registration and travel for all conferences
- Meeting minutes for committees as assigned
- New hires (faculty and staff) checklist related to office setup
- SON Intranet, Website, and update SON events/dates of interest on the intranet calendar (through google)
- Manage space – coordinate office moves, furniture orders, renovations, and related Facilities requests.
- Faculty Support
- Committee Handbook/Task Forces – type & edit
- Events: Pinning Ceremony, Nurses Week
- Maintain files, digital and paper copy
- Loaner Laptops – keep updated, keep track of who borrows them and that they are returned
- Keys - order, distribute, and maintain list of keys.
- Answer phone line / email
- Order office supplies, water, coffee, etc.
- Schedule classrooms and conference room for non-course related meetings
- Mail – Sorting, distributing, and updating mailboxes in faculty lounge
- Maintain copy room including supplies for faculty and staff, names in copier by last name
- Additional responsibilities could be assigned, based on situational and workload requirements
- Support SIM Team – duties as assigned

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 Google Suite
- Must demonstrate proficiency in understanding and managing data in 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
- Ability to communicate/work effectively with a wide range of constituencies in a diverse community

SPECIAL REQUIREMENTS
Position will work 28-29 hours weekly

Resume and cover letter should be sent via email to Kathy Sorace-Altieri at ksorace@udel.edu.