



Position Title: Administrative Assistant – Part-Time	Start Date: July 15, 2022
Department: Student Centers	Incumbent:
College/Admin Office: Student Life	Prepared by: Alex Keen
Location: Newark	Approvals:
Title of Supervisor: Assistant Director	Hourly Rate: Commensurate to Experience

This is a part-time, miscellaneous wage position with no University of Delaware benefits. The position is 15-20 daytime hours per week, Monday – Friday. Specific hours have some flexibility.

CONTEXT OF THE JOB:

Under the supervision of the Assistant Director of the Student Centers for Student Involvement, the Administrative Assistant performs a full range of responsibilities to support the University Student Centers and its units.

MAJOR RESPONSIBILITIES:

- Provide front desk reception & telephone coverage
- Provide general information to students, staff, and the community
- Maintain the RSO Directory of Presidents, Treasurers, and Advisors
- Process Student Central forms and generate UD web forms to provide services for various RSO events and efforts
- Compile information and create data reports for RSO Financial accounts
- Coordinate logistical details for Student Involvement workshops, events, and retreats including room reservations, catering, and transportation

QUALIFICATIONS:

- Minimum high school diploma or GED and two years' experience in an office setting
- Excellent written and oral communication skills required
- Exceptional organizational skills required
- Must demonstrate proficiency in understanding and managing data in Excel
- Must be proficient Microsoft Word and Google Suite

TO APPLY: Email a current resume, cover letter, and three references to Mr. R Alexander Keen (herrkeen@udel.edu). Employment offers will be contingent 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>.