Position Title: Administrative Assistant – Part-Time  Start Date: ASAP

Department: Student Centers  Incumbent:

College/Admin Office: Student Life  Prepared by: Alex Keen

Location: Newark  Approvals:

Title of Supervisor:  Associate Director

Hourly Rate: Commensurate to Experience  Position Number:

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 Associate 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
- Process Student Central forms to provide services for new RSOs and various RSO events (RSO – Registered Student Organizations)
- Coordinate logistical details for Student Involvement RSO meetings for lawn use, formals, and other events as needed

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.