UNIVERSITY OF DELAWARE  
College of Arts & Sciences  
CAS Facilities  

Position: Administrative Assistant (Project Intake)  
College of Arts & Sciences - Facilities  

Location: 34 W Delaware, Main Campus, Newark DE  

Pay: $18-24 per hour. This is a part-time, non-benefited position (30 hours per week).  

Context of the Job:  
Under the general direction of the Director of College Facilities, the Administrative Assistant will provide clerical and administrative support our several units and their facility needs. As a first point of contact, the Administrative Assistant will provide a high level of service to internal and external constituencies. Candidates must have excellent communication, organizational, and computer skills. They must also be willing to take initiative and be proactive in sustaining key office operations, as well as taking a detail-oriented approach to their work.  

Major Responsibilities:  
Assist the Director of College Facilities and the CAS Facilities team with administration, communication, vendor coordination, data entry, and reporting. Specific duties include (but are not limited to):  
- Act as point-of-contact for incoming communication and outgoing responses via phone, email, etc.  
- Track communication and client requests  
- Make client referrals to central partners or outside vendors  
- Perform data collection, data entry, and data reporting tasks to support Facilities team  
- Assist with other administrative, communication, and data/reporting functions, as assigned  
- Maintain electronic files and records  
- Compiles, summarizes, and presents administrative and programmatic issues to supervisor  
- Assists with processing financial transactions, and procurement card reconciliation as needed.  
- Serves as the principal liaison with external vendors, speakers, and performers; sends and collects contracts; reviews and utilizes appropriate procurement processes for approval and execution. Reviews invoices and initiates webforms, including purchase orders and vendor payments.  
- Performs other duties as assigned.  

Qualifications:  
- Must have experience in office administration, project/event coordination, or related field  
- Ability to use effective communication and interpersonal skills to provide exceptional customer service in a diverse community  
- Working knowledge and experience with databases for data collection, tracking, and reporting  
- Must be detail-oriented, organized, and able to manage multiple tasks and objectives  
- Strong organizational skills, with the ability to make decisions and use sound judgment  
- Ability to be flexible and manage time to meet job requirements
- Demonstrated ability to work effectively as part of a team
- Proficiency with Microsoft Office (Outlook, Excel, Word and PowerPoint) and Google Applications (Calendar, Docs, Forms, Sheets, Slides)

**To Apply:**
- Please send an application via e-mail to: juancv@udel.edu
- Subject line should read: “CAS Facilities Intake Admin”
- Please include the following in your application:
  - Cover letter
  - Resume
  - Contact information for two references
- This position will remain open until filled.