Front Desk Administrative Assistant – Part-Time, Non-University Benefits
Division of Professional and Continuing Studies (PCS), 501 South College, Newark

Deadline: Until filled – applications reviewed immediately
Location: 501 South College Avenue, Newark
Department: Division of Professional and Continuing Studies

The Division of Professional and Continuing Studies (PCS) is seeking a courteous, professional front desk administrative assistant with excellent customer service skills to answer telephones, greet and direct visitors, process mail, resolve routine questions, perform administrative assistant duties and assist in the daily operations of the division, as needed. The day-to-day coverage is: Monday, Tuesday, Friday – 1:00pm-5:00pm; Thursday, 1:00pm-4:00pm. Hours to increase June 2019.

Responsibilities:
- Serve as front desk receptionist - greet, direct, and assist students, staff, faculty and external guests.
- Answer multi-line telephone in a timely, courteous manner and direct calls. Answer and resolve general questions regarding PCS.
- Review and disseminate mail, including UPS deliveries. Communicate with Campus Mail, mail carriers and staff regarding mail.
- Maintain an organized and uncluttered front desk reception area.
- Use basic word processing, spreadsheet and database computer applications. Ability to produce word processing documents and letters, produce and maintain basic spreadsheets, and create and distribute reports.
- Assist in the daily operations of the division, as needed.
- Assume additional responsibilities as assigned based on situational/workload requirements.

Qualifications:
- Minimum high School diploma or GED with two to three years relevant, office experience required.
- Work experience at an institution of higher education preferred.
- Proficient in MS Office Suite, Outlook, and Google.
- Excellent written and oral communication skills.
- Strong organizational ability to manage and prioritize multiple assignments simultaneously, with attention to details and deadlines.
- Ability to learn new software.
- Ability to interact well with individuals of all ages and diverse backgrounds, maintaining a positive and collaborative work environment.
- Ability to work independently and solve problems.

This is a part-time, miscellaneous wage position with no University of Delaware benefits. This position is less than 29 hours per week, Monday through Friday. Compensation commensurate with experience.

Apply: Please send your resume, cover letter, and contact information for three references to: karwest@udel.edu and pgermack@udel.edu

Employment offers will be conditional 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/affirmative action employer and Title IX institution. For the University’s complete non-discrimination statement, please visit http://www.udel.edu/home/legal-notices/.

1.14.2019