Part-Time Administrative Assistant (shared position)

The College School & The Lab School
(located on the Children’s Campus @ UD)
459 Wyoming Road, Newark, DE 19716

**Hours:** 25-30 hours per week (job-share flexibility)

**Required Qualifications:**
- 3-5 years of direct administrative support experience
- Exhibits proficiency in MS Word, Excel, Google and Outlook
- Works well in a diverse and complex setting
- Displays strong communication skills – written and verbal
- Adept in prioritizing tasks and problem solving independently and collaboratively

**Preferred Qualifications:**
- Experience with University of Delaware systems (i.e. Concur, Webforms, UD Time, ProCare, UDX, WordPress)

**Shared Responsibilities:**
- Provide general administrative and clerical support to Directors & Staff
- Monitor school entry and greet visitors
- Direct and assist all families, professionals and UD students
- Answer, screen and refer phone calls as well as website and email inquiries
- Respond to enrollment inquiries and schedule appointments with families
- Maintain “wait list” for prospective students and correspond with families
- Assist in scheduling (calendar management) for Directors, Families and Staff
- Organize monthly billing and refer all inquiries to financial department
- Post payments from families in ProCare and prepare bank deposits
- Prepare bi-weekly payrolls for part-time staff and work study students
- Manage special programming and workshops for both schools (i.e. summer camps, workshops, fieldtrips etc.)
- Create new accounts and maintain information in ProCare System
- Generate and maintain student files, rosters, mailing lists and emergency notification records
- Monitor school inventories, reorder supplies, as needed
- Schedule spaces for meetings, research and special events
- Contact University Facilities, Grounds and other services, as needed (i.e. repairs, mowing, painting, etc.)
- Other duties as assigned
To apply: please send your resume, with contacts for at least 2 references and a cover letter, to Laura Baker, llbaker@udel.edu