



UNIVERSITY OF DELAWARE
HEALTH SCIENCES

Position: Administrative Assistant - Kinesiology and Applied Physiology

Location: Fred Rust Ice Arena/STAR Campus, Newark, DE

Pay: \$18 per hour

Context of the Job:

We are looking for a bright, detail oriented individual to assist with clerical tasks within the department of Kinesiology and Applied Physiology. Under the direct supervision of the Business Administrator and ATEP Program Director, the Administrative Assistant will provide support to faculty, staff, and students in the department. Candidates must have excellent communication, organizational, and computer skills. This dynamic individual should proactively assist with sustaining office operations, supporting faculty/staff/students, and maintaining databases/programs essential to the department. This is a part-time position, non-benefited position (20-28 hours per week).

Major Responsibilities:

- Handle all aspects of the UD ATEP - A-Track management system.
- Gain a profound understanding of the CAATE E-accreditation system- that UD's ATEP utilizes for continuing program accreditation. Priority includes the CAATE Annual Report due October 1st on an annual basis.
- UD ATEP website management to include both the MS-Athletic Training and Sports Health programs.
- Maintain the UD ATEP filing system including an update to create electronic files and master record database required for CAATE accreditation standards and to effectively track student outcomes.
- Maintain and update the UD ATEP grade check Excel file
- Assist with administrative tasks needed by the ATEP program director and other faculty/staff assigned instructional duties with the ATEP.
- Assist Clinical Education Coordinator for the AT program regarding contracts with outside entities.
- Support the ATEP program director in the creation of the annual ATEP Alumni Newsletter
- Manage and track UD ATEP alumni, including the robust Excel alumni database
- Assist the graduate admissions coordinator in managing the online ATCAS admissions website for prospective applicants to the MS-AT program.

- Manage supply inventory/ordering/deliveries and assist in the management of the annual ATEP budget process including but not limited to help with CONCUR UD's integrated travel and expense management solution and the ATEP Income, Gift, and Apparel accounts.
- Work with ATEP faculty/staff and become proficient in the use of UD's Canvas Learning Management Platform.
- Maintain the UD ATEP Google Share folders to ensure that program procedural documents are accessible and up to date.
- Assist ATEP faculty/staff with the management of the Sports Health clinical rotation system including assistance with the creation of clinic name badges, distribution of appropriate color-coded t-shirt inventory, and clinical preceptor scheduling.
- Create and update the HPL210 and DFH303 classroom schedules on a semester by semester basis including Final Exam week scheduling.
- Assist with the ordering or recruitment brochures for both the Sports Health and Athletic Training programs, create targeted recruiting mailings to other institutions of higher education, schedule recruiting events for the ATEP program director.
- Assist with curriculum management using UD's on-line curriculum management system.
- Performs other duties as assigned.

Qualifications:

- Minimum of high school diploma or GED
- Knowledge of principles and practices of office operations
- Ability to use effective communication and interpersonal skills to provide exceptional customer service
- Ability to interact with people of diverse backgrounds
- Ability to make decisions and judgments in keeping with the level of the position
- Ability to prioritize appropriately and handle multiple assignments concurrently
- Self-motivation, initiative and effective organization and communication skills
- Ability to exercise discretion, confidentiality and judgment
- Proficiency with Microsoft Office (Outlook, Word, Excel and Power Point), Adobe Acrobat, and Social Media web platforms preferred

To apply: please send your resume, with contacts for at least 2 references and a cover letter, to Stephanie Holmes, srholmes@udel.edu