

Administrative support – UD Hugh R. Sharp Marine Studies Campus

The College of Earth, Ocean, and Environment and Delaware Sea Grant program at the University of Delaware seek a part-time Administrative Assistant who will assist in the administrative suite of the Lewes campus. The Administrative Assistant supports the day-to-day administration and operation of the college and Delaware Sea Grant Marine Advisory Service offices, assisting CEOE administration, MAS specialists, IT staff, and some faculty and students. As the first point of contact in the main office, the Administrative Assistant will greet and interact with faculty, students, and visitors on a frequent basis.

Part-time (20-25 hours per week), paid hourly

Primary Responsibilities:

- Serves as the first point-of-contact for Lewes campus visitors and telephone inquiries.
- Provides administrative support and front office management to the Program Director of the Sea Grant Marine Advisory Service (MAS) and five (5) MAS specialists, Sustainable Coastal Communities Coordinator, and Citizen Monitoring Program Coordinator.
- Assists with the coordination of the annual Coast Day open house, held on the first Sunday in October.
- Coordinates office supplies ordering/stocking for MAS and CEOE-Lewes.
- Assists in the coordination of workshops and public seminars held by MAS specialists.
- Provides administrative support for CEOE Administration
- Assists with logistical support for CEOE and SMSP events, such as Honors Day, Student Symposium, Ocean Currents lecture series, seminars, theses defenses, etc.
- Processes WebForms, workshop registrations, accounts-payable and -receivable, journal vouchers, meeting and classroom reservations and scheduling, and other required administrative documents and forms.
- Provides staff support for fifteen CEOE docents that conduct group tours for the community. The tours occur several days per week from Memorial Day to Labor Day, and have roughly 1,500 participants per year.
- Performs administrative tasks as assigned with established deadlines and work standards.
- Assists in communication, membership, and meeting logistics associated with the Delaware Sea Grant Advisory Council.
- Performs other duties as assigned.

Qualifications

- Associate's degree with three years' related experience. High School diploma/GED and five years' related experience, or combination of additional education and related experience can substitute for required experience.
- Excellent interpersonal and problem-solving skills.
- Ability to communicate effectively both orally and in writing.
- Ability to be flexible, work independently and have high accountability.
- Ability to communicate and interact well with people of all ages and diverse backgrounds.
- Demonstrated dedication to diversity, equity, and inclusion.
- Ability to use advanced techniques in word processing, spreadsheet, and database software (preferably Microsoft Office Suite and G Suite/Google Workspace).
- Knowledge of the principles and practices of office management.

- Experience in using various internet browsers, and creating and managing online forms (e.g. Qualtrics, Google Forms, etc.) is highly desirable.
- Experience in using computerized accounting systems, e.g., PeopleSoft Financials, is desirable.
- Knowledge of unit programs, policies and procedures preferred.
- Experience working in an academic or non-profit environment is desirable.
- Ability to show initiative and to demonstrate a high degree of confidentiality and discretion and problem-solving strongly preferred.

Apply

To apply, please send your resume, with contacts for 1-2 references, to Christopher Petrone petrone@udel.edu.

Employment offers will be conditioned 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-notice/>