University of Delaware
Northeast Extension Risk Management Education Center
Administrative Assistant Position
Part-time, Non-Benefitted Miscellaneous Wage

**Position Title:** Administrative Assistant  
**Hours:** Up to 25 hours/week, 8:30 a.m. – 4:30 p.m. Mon - Fri  
**Supervisor:** Director, Northeast Extension Risk Management Education Center

Under the general direction of the Center Director for the Northeast Extension Risk Management Education Center (NERME), the Administrative Assistant temporary non-benefitted miscellaneous wage position is responsible for assisting in providing support for NERME related programming at the University of Delaware. The NERME Center is part of the College of Agriculture and Natural Resources’ Applied Economics and Statistics department.

Major Responsibilities for NERME Administrative Assistant:
- Assist in maintaining the Northeast Center’s website
- Assist with processing of sub-grant applications, monitoring expenses and reporting of funded projects
- Assist in promoting the NERME Center and its impacts
- Assist in the development and distribution of RFAs for competitive grants administered by the Northeast Center, as part of the national ERME Competitive Grants Program
- Assist with editing NERME promotional materials and reports
- Assist with planning and conducting regional and national meetings (including out-of-state travel)
- Interface and collaborate with colleagues at the other four ERME Centers
- Complete any special projects as requested by NERME Center Director or Program Coordinator, including assistance with NERME technical writing, communication and assessment

Qualifications:
- Bachelor’s degree preferred
- Excellent written and verbal communication skills
- Excellent editing skills
- Intermediate knowledge using WordPress, Adobe software, Microsoft Office (Word, Excel, PowerPoint), and Google Apps
- Skills in independent judgment to plan, prioritize and organize a diversified workload with attention to detail
- Availability to travel out-of-state, and work occasional evenings

For more information about the position please contact Laurie Wolinski, Director, Northeast Extension Risk Management Education Center – lgw@udel.edu