Part-Time Administrative Assistant & Receptionist

The University of Delaware Early Learning Center (ELC) welcomes qualified candidates with a passion for organization and creating a welcoming and supportive environment for staff, families and visitors of our Center. This is a part-time non-benefitted position.

Qualifications
Experience in an administrative/receptionist position is required. Experience in the University or Early Education environment preferred. Minimum of high school diploma or GED is required. Independent judgment in handling confidential information is required. Requires the ability to communicate effectively and interact well with people of all ages and diverse backgrounds.

Context of the job
Under the general supervision of the Business Administrator, this position provides administrative support at the UD Early Learning Center. This position serves as the first point of contact for our Center, provides receptionist, clerical and administrative duties including but not limited to:

- Serve as the first point of contact for our center, answer phone calls and emails, greet and screening staff and visitors;
- Support the administrative operations of the ELC and support business office and provide administrative support to classroom staff and to families served;
- Input data in the ELC and University data base systems;
- Provide administrative support and handle logistics for special events such as conferences, trainings and other events;
- Maintain and organize supplies and materials for the center;
- Responsible for inventory and maintenance of equipment at the ELC including but not limited to the copier machines, fax machines, etc.
- Submit and follow up on requests for services including but not limited to building maintenance, repairs, technology support, etc.;
- Maintain, organize and update confidential information including information pertaining to personnel, children and financial records;
- Enforces safety and security policies and procedures;
- Prepare forms, letters and compose general correspondence;
- Practice confidentiality in all matters related to staff and families and propriety information regarding the operations of the ELC;
- Comply with University, Delaware Office of Child Care Licensing and ELC departmental policies and procedures;
- Maintain and organize information using Microsoft Office and other systems used by the University ELC.
- Performs other related duties as assigned;

Additional Information
• Part-time appointments are paid on an hourly basis and are not considered full-time benefitted position. Compensation is based on education and experience.
• Individual must be available to work 25-28 hours per week. Our hours of operation are Monday-Friday 7AM-6PM.

Interested Candidates
Interested candidates can submit a resume, cover letter and references to Jissell Martinez at Jissell@udel.edu. Please also provide hours of availability.

Employment will be conditional upon successful completion of criminal background check as required by the University of Delaware and State of Delaware Office of Child Care Licensing.