Miscellaneous Wage Administrative Assistant

Delaware Assistive Technology Initiative (DATI)

University of Delaware Department: DATI, Center for Disabilities Studies
Location: DATI Assistive Technology Resource Center (ATRC) 850 S. State Street, Dover, DE 19901
Deadline: Until filled; applications reviewed immediately

Part-time Administrative Assistant
The DATI Assistive Technology Initiative is seeking a Part-time Administrative Assistant who is responsible for managing the front desk of the location in Dover, DE. Under the supervision of the DATI Project Coordinator, provides clerical support for the ATRC and assists the ATRC Manager in the execution of administrative and programmatic responsibilities, and ensures the implementation of, and compliance with, internal and external administrative policies and procedures. Responsibilities include providing exemplary customer service via telephone and in person to clients and external guests and performing various tasks and projects.

Essential Duties and Responsibilities

- Manages the logistics associated with equipment demonstrations and equipment loans, including coordination of equipment availability, completion of documentation, tracking of equipment due dates, and generating correspondence regarding overdue equipment.
- Manages the logistics for events such as tours and workshops, including preparation of the facility, duplication and collation of the materials, and coordination of evaluation activities.
- Assists in the programs follow-up, evaluation, and reporting activities, including dissemination of follow-up materials, summarization of data, and contribution to routine reports in specified formats.
- Maintains and secures a variety of files and data, including constituent contacts, equipment loan documentation, event details, inventory information, etc.
- Receives and screens callers, visitors, and mail.
- Answers inquiries within authorized limits; refers non-routine questions to appropriate person(s).
- Maintains the organization and orderly appearance of the ATRC.
- Maintains calendars; arranges appointments; schedules activities and events, etc.
- Utilize Microsoft Office, Google Suites and other software platforms to communicate with staff members and perform key job duties.
- Follows and enforces all COVID-related procedures, including cleaning and disinfecting equipment, furniture and touchpoints in the office.
- Performs other duties as assigned.
Qualifications:

- Requires a minimum of a high school diploma or GED with three years of experience in a secretarial position.
- Additional secretarial training or related education may be substituted for required experience.
- Requires knowledge of office practices and procedures, business English, and proofreading and editing skills.
- Requires hands-on experience with electronic information systems, demonstrated ability to enter data accurately and efficiently, capability to use intermediate word processing techniques.
- Ability to interact well and communicate effectively with individuals of all ages and diverse backgrounds, maintaining a positive and collaborative work environment.
- Excellent written and oral communication skills.
- Ability to work independently and solve problems.
- Strong organizational ability to manage and prioritize multiple assignments simultaneously, with attention to details and deadlines.
- Proficient in MS Office Suite, Outlook, MAC, and Google Suites, with ability to learn new software.

This is a part-time temporary miscellaneous wage position with no University of Delaware benefits, through the period of January 31st, 2022. The position averages 28 hours per week with a 7 hour per day, 4 days per week schedule. This is an in-person role with no opportunity to work remotely.

To apply, please send your resume, cover letter, and contact information for three references to: Allison Berdoulay, aberd@udel.edu.

Employment offers will be conditional 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-notices/