

University of Delaware

Fraternity and Sorority Leadership & Learning

Miscellaneous Wage position- Administrative Assistant

Hiring Manager Contact: Please send a resume to Corin Edwards at cedwards@udel.edu.

CONTEXT OF THE JOB:

Fraternity and Sorority Leadership and Learning (FSL) is part of the Division of Student Life, which contributes and facilitates critical learning and development within healthy, inclusive, and supportive communities so that all students may thrive at UD and beyond. Fraternity and Sorority Leadership and Learning (FSL) serves as the center for advising and educating members of the University of Delaware fraternity and sorority community. The fraternity and sorority community play a powerful role in individual member development and the larger campus culture.

Under the general direction of the Director, this position will support the overall administration of FSL, perform administrative duties, and prioritize and resolve administrative issues.

- Greet and direct students, parents, members of the UD community, and guests. Receive and direct phone calls and respond in a timely and appropriate manner. Provide general information about the FSL department and resolve questions and problems. Interact with tact, poise, and professionalism.
- Create, manage, and distribute a weekly newsletter to fraternity and sorority student leaders.
- Track and maintain student participation/attendance records for required training and programs.
- Provide timely and accurate updates to student leaders regarding chapter compliance with University requirements.
- Assist with the review of chapter submissions for the FSL Accreditation program with a focus on quality control. Help with the collection, review, and reporting of data summary reports related to the Accreditation program.
- Perform job-related duties as assigned.

QUALIFICATIONS:

- Excellent organizational skills and attention to detail, with ability to operate independently and to use sound judgment, initiative, and discretion in all interactions.
- Effective interpersonal, oral, and written skills.
- Proficiency in the Windows environment, Microsoft Office, and experience with Google apps. Familiarity with Zoom and other virtual platforms and messaging apps.
- Ability to handle sensitive and confidential information
- Ability to understand, explain and apply University policies, rules, regulations, and procedures.

Preference will be given to candidates who can work at least 15 hours per week and are available on Tuesdays and Thursdays. This is a primarily in-person position. Opportunities for additional (optional) hours to support departmental events may be available.