ADMINISTRATIVE ASSISTANT/Front Desk Coordinator - Part-Time (Newark, DE)

Lerner Undergraduate Advising and Academic Services

An administrative assistant position is available for the Lerner Undergraduate Advising and Academic Services Office under the Lerner College of Business and Economics. This is a part-time non-benefited position (20 hours per week), paid hourly, and located in Newark, DE.

Responsibilities:

- Serve as receptionist/greeter. Customer service is key in this role as students, faculty, staff, vendors and external guests are regular visitors to the building.
- Assist and support the Undergraduate Advising and Academic Services staff as needed in the daily operation and administration of required tasks that support programs in Undergraduate Advising and Academic Services.
- Receive and schedule appointments for staff members.
- Assist with archiving of student records.
- Assist in maintaining confidential student records according to pre-defined processes within the Lerner Undergraduate Advising and Academic Services office, which includes files, copying, scanning, etc.
- Maintain/update Front Desk Resource notebooks as needed.
- Assist in implementing/arranging/facilitating events as scheduled by the office.
- Assist with maintaining office supply, ordering within budgetary guidelines.
- Assist in the preparation of letters pertaining to student grades, good standing, probation, dismissal, and others as it relates to the department.
- Produce word processing documents, which may require formatting, table/column creation, graphics, use of macros, and merging information from different documents/applications.
- Produce and maintain basic spreadsheets, which may require analyzing data to make projections, create and distribute reports, which may require arranging data and creating charts/graphs.
- Assist Academic Support Coordinator with projects on an as needed basis.
- Additional responsibilities could be assigned based on situational and workload requirements.

Qualifications:

- High school degree or equivalency required.
- Proficient with Word. Experience with Excel and PeopleSoft database systems preferred.
- Prior higher education administration experience is helpful.

Contact:

Submit a resume and contact information for 3 references to Lisa Brown at lnbrown@udel.edu

Employment offer 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 Employer which encourages applications from Minority Group members, Women, Individuals with Disabilities, and Veterans. The University’s Notice of Non-Discrimination can be found at http://www.udel.edu/aboutus/legalnoticies.htm.