University of Delaware Information Technology
Client Support and Services Administrative Assistant

The UDIT Administrative Assistant plays a pivotal role in supporting the efficient operation of the University’s CS&S department. This position bears responsibility for a broad spectrum of administrative tasks, which encompass, but are not limited to, student onboarding, office coordination, event support, and facilitating communication within the department.

Responsibilities:

Student Onboarding:
- Complete necessary new hire forms and related paperwork for student employees in CS&S.
- Review and compile student hours for biweekly payroll processing.
- Ensure timely approval of staff timesheets after manager confirmation of hours.
- Assist in updating student employee information as necessary.

Administrative Duties:
- Assist in managing the department calendar.
- Establishes and maintains office files, inventories and records, as needed.
- Oversee the procurement of promotional materials.
- Efficiently handle incoming mail and packages.
- Schedule and coordinate logistics of campus visits and in-person interviews.
- Utilize the University of Delaware Concur system to aid in reimbursements and expense reports.
- Coordinate Zoom meetings for multiple attendees, ensuring seamless virtual interactions.
- Submit Facilities requests as required.
- Order office supplies via UDExchange, ensuring the availability of essential items.
- Procure office supplies as well as computer hardware and software in accordance with requirements for staff use.
- Provide administrative support for UDIT CS&S events. This includes communication of event, management of logistics, name tags, welcome table, etc.
- Assists with planning, managing and coordinating CS&S events, meetings, workshops, seminars and retreats.

Hours: Monday to Friday, 9am to 2pm (22.5 hours)
Hybrid work arrangement available.

To Apply: Please email your resume and cover letter to watkinse@udel.edu