POSITION: Administrative Assistant – Part Time

LOCATION: Willard Hall – 16 W Main Street, Newark DE 19716

PAY: $15 per hour

CONTEXT OF THE JOB
Under the supervision of the Business Administrator of the Department of Medical & Molecular Sciences, the Administrative Assistant performs a full range of responsibilities to support the Department and its faculty and staff.

MAJOR RESPONSIBILITIES
• Provide front desk reception & telephone coverage – first point of contact for department
• Provide general information to students, staff and the community
• Provide administrative support and front office management to the Department Chair, Vice Chair and Business Administrator
• Coordinate office supplies ordering and inventory
• Maintain electronic files and records
• Assist in planning and coordination of program events and meeting logistics (for virtual and in-person events and meetings)
• Perform data collection, data entry, and data reporting tasks to support the Business Administrator
• Send program surveys and collect results
• Perform administrative tasks as assigned with established deadlines and work standards
• Additional responsibilities could be assigned, based on situational and workload requirements

QUALIFICATIONS
• Minimum high school diploma or equivalent and two years’ experience in an office setting
• Excellent written and oral communication skills
• Must be detail-oriented, organized, and able to manage multiple tasks and objectives
• Must be proficient in Microsoft Word and Google Suite
• Must demonstrate proficiency in understanding and managing data in Excel
• Ability to be flexible and manage time to meet job requirements
• Ability to organize resources and establish priorities
• Demonstrate ability to work effectively as part of a team
• Ability to communicate/work effectively with a wide range of constituencies in a diverse community

SPECIAL REQUIREMENTS
Position will work 15-20 hours weekly.

Resumes should be sent via email to Lori Wickline at the following email address: lwick@udel.edu