**Position:** Administrative Assistant – Office of Communications and Marketing, Newark, DE. This is a part-time, non-benefitted, 15-25 hours per week.

**Pay Range:** $18 to $20 per hour; commensurate with the level of experience

**Hours:** Work hours will be scheduled within the department’s normal operating hours of 8:00 to 5:00 PM Monday thru Friday.

Under general direction of the Associate Director, the Administrative Assistant provides a full range of administrative support for the Office of Communications and Marketing. As the first point of contact, offers a high level of service to internal and external constituencies, i.e. senior university administrators, students, faculty, alumni, general public, etc., to ensure that the operational initiatives of the Office of Communications and Marketing are implemented in an effective, and timely manner, exercising confidentiality and judgment on a regular basis.

**Major Responsibilities:**
- Provide administrative support to the daily operations of the Office of Communications and Marketing providing high-level of professionalism, independent judgment, initiative, and confidentiality in handling sensitive materials and information.
- Answer telephone calls, including the main University line, and emails in a timely, courteous manner, ascertaining who can be directed to appropriate administrator, staff, office, or unit.
- Handle the inventory of office supplies for the department, including maintenance supplies for office equipment.
- Receive, screen and distribute incoming office mail correspondence.
- Assist with processing financial transactions, and procurement card reconciliation.
- Serve as liaison for student, parent and staff regarding OCM and UD policies, procedures, and processes.
- Create files record management system, maintain retention schedule including archiving of confidential documents according to UD policies.
- Assist in planning and managing the logistics and arrangements for meetings, receptions, and special events.
- Perform routine and non-routine clerical, secretarial or records-processing duties ensuring confidentiality.
- Perform other job-related duties as assigned.

**Qualifications:**
- Minimum of high school diploma or GED, with five years of progressively responsible job-related experience. An Associate’s degree or its equivalent in business administration or related field is preferred.
- Ability to use effective communication and interpersonal skills to provide exceptional customer service.
- Ability to effectively interpret and diplomatically communicate departmental policies, practices, programs, and procedures.
- Extensive knowledge of the principles and practices of office management.
Strong organizational skills, with ability to make decisions and use sound judgement, initiative and discretion in all interactions with constituents.

- Ability to plan and prioritize projects while being sensitive to time constraints and resources availability.
- Proficiency in Microsoft Office applications (Excel, PowerPoint, Word, Outlook), Google suite (Calendar, Docs, Sheets, Slides), electronic communication, and internet research.
- Effective written and oral communication skills
- Ability to handle confidential information.
- Ability to communicate and interact well with people of all ages and diverse backgrounds.

**Application Process:** Please submit resume with contact information for two professional references to: caj@udel.edu. Applications will be reviewed as they are received.

Employment offers will be conditioned upon successful clearance 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 and Women. The University’s Notice of Non-Discrimination can be found at [http://www.udel.edu/aboutus/legalnotices.htm](http://www.udel.edu/aboutus/legalnotices.htm)