Miscellaneous Wage Administrative Assistant
Division of Student Life – Wellbeing Center at Warner Hall

Location: Wellbeing Center at Warner Hall
280 The Green, Newark DE 19716
Deadline: Until filled; applications reviewed immediately

Temporary, Part-time Administrative Assistant(s)
The University of Delaware, Wellbeing Center at Warner Hall, is seeking two (2) temporary, part-time Administrative Assistants. Responsibilities include providing exemplary customer service via telephone and in-person to students, alumni, staff, faculty, and external guests, point of contact for special events, and performing various tasks and projects.

Job Description Overview & Qualifications:

• Be proficient with Google docs; manage scheduling calendar(s); help set up, implement, and maintain 25 Live event scheduling software application.
• Point of contact for special event scheduling.
• Manage room reservation processes to provide on-site support for events, meetings, and programs (set up rooms before and after meetings, reset furniture or coordinate movers, set up tech or coordinate IT assistance, clean up or coordinate custodial, etc.).
• Plan and execute opening receptions and other events to welcome students and the public to the Wellbeing Center.
• Manage facilities requests for the building and all shared spaces.
• Clear all spaces and lock down building at the end of the day.
• Assist with the implementation of safety protocols within the building; manage the key lock box.
• Answer central wellbeing phone line and possibly central wellbeing in-box; triage calls redirecting as needed.
• Ability to direct students/clients to appropriate offices for set appointments.
• Familiarity with campus buildings, campus directory, and campus administrative processes.
• Assist the Director of Strategic Wellbeing & Training and their team with administrative support needs as requested.

This is a temporary, part-time, miscellaneous wage position with no University of Delaware benefits. The position averages 20 hours per week, with the opportunity for up to 29 hours per week as needed. Expected weekly schedule will be in-person, Monday through Friday from 9:00am - 1:00pm or 1:00pm - 5:00pm. Compensation rate will be commensurate with experience.

To apply: Please send your resume, cover letter, and contact information for three references to: Helen Ann Lawless at hlawless@udel.edu

Employment offers 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/affirmative action employer and Title IX institution. For the University’s complete non-discrimination statement, please visit http://www.udel.edu/home/legal-notices/