Position: Clinical Coordination Administrative Assistant

Location: School of Nursing (SON), McDowell Hall (Possibly Remote)

Pay: Range: $18.00-$20.00/Hour; Commensurate with experience

Send resume with cover letter to: Mari Fischer MSN, RN-BC, email: mfisch@udel.edu

CONTEXT OF THE JOB:

Under the direct supervision of the Manager of Operations, the Clinical Coordination Administrative Assistant will support the activities of the department in efforts to coordinate and implement policies and procedures related to student practicum placements. Individuals applying to this position must be able to follow basic instructions and work independently; initiative, computer literacy and problem-solving skills are required.

MAJOR RESPONSIBILITIES:

- Interacts in a respectful and welcoming manner on the phone or in person to everyone.
- Uses MS office and Google applications for basic tasks such as sending emails, data entry, etc.
- Willing to participate in specialized computer software training as/if required.
- Assist in Monitoring and tracking compliance measures using electronic databases.
- Maintain and update spreadsheets required for record keeping using strict confidentiality for sensitive data.
- May be asked to assist in organizing sensitive data; including criminal background reports, urine drug screen reports etc.
- Additional responsibilities may be assigned by the Manager based on the demands of the situation and the respective workload of the department.

QUALIFICATIONS:

- High School Diploma or GED and one to two years’ experience in an administrative assistant capacity.
- Experience in data collection to include: collecting, compiling and maintaining data from multiple sources such as files, records, databases, customers, staff or others.
- Ability to work independently.
- Strong verbal and written communication skills.
- Basic Computing skills required including familiarity with Google Suite, MS Office, MS Teams. Proficiency with email, word processing, spreadsheets and databases also preferred.
- High level of accuracy, attention to detail and ability to prioritize.

WORKING CONDITIONS: A consistent weekly work schedule is required. Work hours will be scheduled within the department’s normal operating hours of 8:00am-4:00pm Monday thru Friday. The total number of hours worked per week will not exceed 29.5 hours, however, candidates willing to work 29.5 hours every week are preferred. This is a part-time, unbefitted position. The manager will work with the candidate to create a work schedule that meets the needs of the individual, as well as the needs of the department.