Position: Executive Administrative Assistant

Location: School of Nursing (SON), McDowell Hall (will have some remote work days)

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

Send resume with cover letter to: Amanda Boone, email: Boonea@udel.edu

CONTEXT OF THE JOB:
Under the direct supervision of the School of Nursing’s Senior Associate Dean, the Executive Administrative Assistant will support the activities of the Senior Associate Dean. 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:
- Communicates efficiently and effectively in writing and verbally via phone and in-person
- Manages the Senior Associate Deans calendar scheduling and rescheduling meetings and presentations with internal/external administrative offices/colleagues, current/potential partners, etc. providing the necessary support to keep on schedule during the work day.
  - Meetings include 1:1 or with several individuals from one or more institutions
- Provides significant support for all meetings and fore mentions events, including taking and dissemination meeting minutes.
- Uses MS office and Google applications for scheduling, sending emails, data entry, etc.
- Maintain and update spreadsheets required for record keeping using strict confidentiality for sensitive data.
- Additional responsibilities may be assigned by the Senior Associate Dean 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.
- 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, unbenefited 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.