The College of Agriculture and Natural Resources has an opening for a miscellaneous wage Facilities Assistant role. This role will assist the Facilities Management team with daily operations, providing administrative and technical support, assistance with special projects, and overall organization of the CANR Facilities Management functions. This part-time, miscellaneous wage position is ineligible for University of Delaware employee benefits.

MAJOR RESPONSIBILITIES:

**Administrative**
- Create google forms as needed
- Keep maintenance and project records and write reports as required.
- Manage and order supplies needed for CANR Facilities.
- Document protocols and procedures

**Facilities Coordination, Safety, and Research Support**
- Key distribution and controlled access.
- Confirm completed Facilities work requests.
- Advise, arrange, and accept delivery into building of large equipment for PI’s.
- Maintain and control equipment inventories including tagging, documenting relocations, and transfers to other departments.
- Assist with the Annual Equipment Inventory survey.
- Conduct regular space surveys and keep Facilities Management systems up to date.
- Serve as a liaison between vendors and internal UD parties including but not limited to Maintenance & Operations, Custodial, Environmental Health & Safety, PI’s, department chairs, and service vendors.
- Monitor and ensure buildings are in compliant with UD accessibility and EHS requirements.
- Perform other duties as assigned.

QUALIFICATIONS:
- Associate degree in related field, Bachelor’s degree preferred. Job related experience required.
- Demonstrate ability to work effectively as part of a team
- Excellent written and oral communication skills
- Ability to communicate effectively and interact well with people of all ages and diverse backgrounds.
- Ability to create and maintain recordkeeping systems and procedures.
- Working knowledge of MS Office and Google Suite

Special Requirements
- Requires a valid vehicle operator's license.
- Environmental/Occupational Exposures: Occasionally required to use personal protective equipment to prevent exposure to hazardous materials.

If you are interested in this role, please send a copy of your resume and a cover letter to Taylor Van Duyn, Facilities Manager at the College of Agriculture and Natural Resources, via email at tvanduyn@udel.edu.

Employment offers will be conditioned 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 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.html