FRONT DESK COORDINATOR (Part-Time)

Context of the Job:
The College of Education and Human Development is seeking a part-time front desk coordinator. This is an in-person, non-benefited position (10 – 15 hours per week) paid hourly. The starting pay rate will be $16/hour or an hourly rate commensurable with experience. This position will report to Rachel Mroz, College Business Officer.

Responsibilities:
- Serve as office receptionist to faculty, staff, students, vendors, and external guests visiting the Dean’s Office.
- Answer phones and triage as necessary.
- Assist the College Business Officer and Assistant to the Dean on specific assigned tasks.
- Assist the Dean’s office staff as needed in the daily operation of required tasks.
- Assist in maintaining confidential records according to pre-defined processes within the Dean’s Office.
- Maintain/update Front Desk resources as needed.
- Produce word processing documents which may require mail merge formatting, table/column creation, and merging information from different documents/applications.
- Additional responsibilities could be assigned based on workload requirements.

Qualifications:
- High school degree or equivalency required.
- Proficient with Microsoft Office applications to include Word, PowerPoint, and Excel.
- Prior customer service experience desired.

Contact: Submit a resume and contact information for 3 references to Rachel Mroz at rs@udel.edu.

Employment offer will be conditional upon successful completion of a criminal background check. A conviction will not necessarily exclude you from employment. The University of Delaware does not discriminate against any person on the basis of race, color, national origin, sex, gender identity or expression, sexual orientation, genetic information, marital status, disability, religion, age, veteran status or any other characteristic protected by applicable law in its employment, educational programs and activities, admissions policies, and scholarship and loan programs as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and University policies. The University of Delaware also prohibits unlawful harassment including sexual harassment and sexual violence.