Position: Front Desk/Office Assistant, Hospitality and Sport Business Management

Under supervision of the Administrative Specialist, the office assistant is responsible for providing general administrative support to the Department of Hospitality and Sport Business Management faculty and staff. The position is hourly, up to 25 hours per week.

Responsibilities include:

- Greeting visitors
- Answering the phone
- Assisting faculty with printing and copying
- Maintaining office supply inventory
- Sorting and distributing mail
- Monitoring the Hospitality Department email inbox; respond to inquiries or forward as appropriate
- Assembling information packets for prospective students
- Printing tent cards and preparing name badges as necessary
- Proctoring make-up exams when necessary
- Assisting with tracking student work hours
- Other duties as needed

Education, Experience and Abilities:

Qualified candidates will have excellent written, organizational, and oral communication skills. Must have demonstrated ability and understanding of Microsoft Office, along with general computer skills and ability to learn new programs. Must have excellent interpersonal skills and the ability to work with faculty, staff, and students. Must be comfortable working independently with limited guidance and have the ability to make independent decisions. Must have the ability to handle sensitive material and information confidentially. Maturity, poise, judgment, and professionalism are essential.

Requires a minimum of a High School Diploma or equivalent course work.

To apply, please send your resume, references and a cover letter to Janet Caruccio, Department of Hospitality and Sport Business Management, caruccio@udel.edu. Candidates looking for full-time employment need not apply.

This is a part-time, contracted position with no University of Delaware benefits. 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.htm