Grounds Staff Assistant
Misc Wage
Monday – Friday
8:30 AM to 1:30 PM

Under general supervision of the Assistant Director, Facilities - Grounds, performs complex administrative staff support and planning activities across multiple organizational units. Provide administrative support to Assistant Director, Facilities - Grounds; works with confidential and sensitive data on a regular basis.

The principal emphasis is on providing program support and coordinating administrative aspects of special programs and events. Prioritizes and resolves administrative issues. A high level of independent judgment, initiative and problem-solving skills are required.

EXAMPLES OF WORK:

- Performs administrative support for Facilities – Grounds department; First line of communication including phone calls or walk ins.
- Office support with copies, prints, meeting prep, check lists, employee lists, general notice board, job postings, driver’s license checks
- Works independently utilizing computer software packages to automate maintenance and operations business processes, creating efficiency improvements within the organization.
- Work with Work Order Management System to determine WO status, appropriate manager for work, completion of WO. Creates and modifies work orders;
- Handle RFS requests including discussing with customer what is being requested and needed.
- Create Overtime Postings from RFS webform
- Monitor staff overtime including assigning, tracking CBA hours, seniority lists
- Assists and supports the management and daily administrative operation of the organization, involved in planning, organizing and prioritizing daily workflow, monitor and coordinate management staff calendars
- Collects and maintains data on programs and activities;
- Develops record keeping systems and prepares various administrative reports;
- Receives and screens incoming correspondence, forms, contracts, reports, etc.;
- Reviews data reports and resolves discrepancies as appropriate, compiles and evaluates data, prepares and maintains reports;
- Acts as liaison with internal and external contacts;
- Processes over time records for Facilities – Grounds, using excel;
- Reviews and prepares contracts and other standard University forms;
- Creates and processes purchase logs;
- Coordinates training for hourly staff with Environmental Health & Safety
- Distributes mail received to appropriate individual or shop;
- Orders office supplies as needed;
• Generates monthly fuel reports;
• Tracks data regarding vehicle registration and routine maintenance;
• Coordinates various committees for events;
• Edits and formats publications
• Performs other related duties as assigned.

QUALIFICATIONS:
• Minimum of a high school diploma or GED with four years of increasingly responsible secretarial experience. Additional secretarial training or related education may be substituted for required experience. Associate degree or equivalent college-level course work in business administration or related field preferred. University experience is desirable.
• Ability to use advanced techniques in Microsoft Office – Excel, Word, PowerPoint, etc.
• Experience working with a computerized maintenance management system preferred; especially Maximo work order system experience is desirable;
• Knowledge of office practices and procedures;
• Ability to handle multiple assignments concurrently and knowledge of the principles and practices of office management;
• Ability to analyze and interpret data, making independent decisions;
• Ability to communicate effectively and interact well with people of all ages and diverse backgrounds.
• Ability to handle and prioritize multiple assignments concurrently, analyze and interpret data, work independently;

Please send your cover letter and resume to Michael Loftus at mloftus@udel.edu to apply.

Equal Employment Opportunity 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, Women, Individuals with Disabilities, and Veterans. The University’s Notice of Non-Discrimination can be found at http://www.udel.edu/aboutus/legalnotices.html.