POSITION: Administrative Assistant – CSIIDEE – part-time (28-29.5 hours per week)

LOCATION: McDowell Hall, 25 N. College Avenue, Newark, DE 19716

PAY: $22 per hour

CONTEXT OF THE JOB:
Under the supervision of the Administrative Assistant III, Simulation Laboratory of the School of Nursing, the Administrative Assistant performs a full range of responsibilities to support the Department.

MAJOR RESPONSIBILITIES:
Work with CSIIDEE Admin Assistant as follows:

- Assist in providing administrative and other support to ensure efficient operation of CSIIDEE.
  - During Fall and Spring Semesters and occasionally during Winter and Spring Sessions, provide availability and communication with the CSIIDEE faculty and staff on an as-needed basis for various needs that may arise throughout the day.

- DaySmart Scheduling
  - Assist with scheduling multiple simulation labs for nursing student sign-ups within DaySmart.
  - Work with other disciplines (i.e. Healthcare Theatre, PT, Nutrition, etc.) to coordinate and schedule various lab sign-ups within DaySmart.
  - Help to maintain current info in DaySmart and inactivate outdated labs.
  - Answer student emails regarding DaySmart questions and issues.
  - Reset DaySmart passwords for students when requested.
  - Set up DaySmart timeslots when sporadic labs are added, i.e. Open Labs, Remediation Labs, etc.

- Assist with multiple emails from students, faculty, staff, others within CHS, vendors, etc.

- Collaborate with Simulation Operations Manager and Specialist for various needs for the simulations.
  - May need to coordinate with vendors of mannequins for repair, etc., when requested.
  - Assist Simulation Operations Manager with various needs while simulations are running.

- Sim Center Calendar
  - Maintain and update CSIIDEE Calendar regarding room availability, weekly/daily simulations, outside scheduling requests.
    - Weekly check on calendar to assure there are no double booking of labs.
  - Continue to adjust calendar according to ongoing schedule changes and/or additions.
  - Reserve or update reservations for 4th Floor Rooms at STAR Tower utilizing the Resource Scheduler.
  - Assist in creating Tentative Calendar in planning ahead for the following semester.
  - Occasionally schedule meetings as requested by the Director, Manager or Faculty.
    - This may require setting up zoom and/or Google Calendar invites.

- Inventory
  - Assist with maintaining a stocked inventory to provide ease and efficiency for multiple Simulation labs.
  - Assist with ordering inventory when requests for supplies arise from Faculty, Staff, Work-Study Students, etc., and/or the Master Inventory Google Sheet shows a low threshold on any supplies. Monitor this several times throughout the week during the Spring and Fall semesters.
  - Follow-up on backorders or packages not delivered.
  - Alert Work-Study students of arrival of multiple deliveries and/or redirect deliveries to CSIIDEE supply room.

- Seldom but occasionally assist with rebuilding of repurposing kits for simulation labs when need is greater than Work-Study students can maintain.
• Assist with setting up and restocking of labs for our CSIIDEE staff when needed.
• Assist in coordinating laundry pickup and deliveries on a twice weekly basis for CSIIDEE linens at MDH & STAR.
• Contact EHS to coordinate pickup of filled sharps containers within the Simulation Labs and to order replacements.
• Occasionally assist with ordering keys and updating Key log.
• Answers phones and takes messages for both the Sim Center and HT.
• Work with Admin Assistant in Concur to reconcile purchases for CSIIDE in accordance with UD procedures and policies.
• Support CSIIDEE faculty with general office duties, i.e. photocopying, printing, faxing, maintaining office supplies, etc., as needed.
• Contact Facilities for all emergent and ongoing needs within the CSIIDEE labs and offices.
• Perform other job-related duties as assigned.
• Collaborate with other UD admins within CHS and UD when needed.

QUALIFICATIONS:
• Minimum high school diploma or equivalent and two years’ experience in an office setting
• Excellent written and oral communication skills
• Must be detail-oriented, organized, and able to manage multiple tasks and objectives
• Must be proficient in Microsoft Word and Google Suite
• Must demonstrate proficiency in understanding and managing data in Excel
• Ability to be flexible and manage time to meet job requirements
• Ability to organize resources and establish priorities
• Demonstrate ability to work effectively as part of a team
• Ability to communicate/work effectively with a wide range of constituencies in a diverse community

SPECIAL REQUIREMENTS
Position will work 28-29.5 hours weekly

Resume and cover letter should be sent via email to Trudy Appleby at trudy@udel.edu.