Part-Time Administrative Assistant, Osher Lifelong Learning Institute at the University of Delaware-Lewes
Division of Professional and Continuing Studies
Osher Lifelong Learning Institute, Lewes, DE, Trinity Faith Education Center, 15516 New Rd., Lewes, DE 19958

Context of the Job:
The Osher Lifelong Learning Institute (OLLI) at the University of Delaware is a year-round learning cooperative that provides opportunities for intellectual growth and social and cultural enrichment for adults age 50 and older. The program is developed and conducted by its members, with the support of the Division of Professional and Continuing Studies. Under the general direction of the program coordinator, the administrative assistant serves as the primary staff contact for on-site OLLI members or potential members. The administrative assistant is responsible for managing office foot traffic and supporting the OLLI Kent/Sussex council and committees. Work tasks are performed in an office with regular interruptions. The position requires making independent decisions and maintaining confidentiality.

Major Responsibilities:
• Provide exceptional customer service, e.g., greet, direct, answer, resolve, and troubleshoot daily concerns.
• Manage communications for OLLI Kent/Sussex members, instructors, council and committees.
• Use basic word processing, spreadsheets and database applications. Ability to produce word processing documents and letters, produce and maintain basic spreadsheets, and create and distribute reports.
• Available for special events, such as, open house, walk-in registration, instructor orientation, and semester-end celebrations.
• Maintain an organized and uncluttered reception area.
• Work with other staff to respond to changing membership needs. Assist in daily operations as needed.
• Perform other job-related duties as assigned by supervisor.

Qualifications:
• Minimum of a High School diploma or GED with three years’ experience administrative duties.
• Extensive knowledge of office practices/procedures, ability to handle multiple assignments concurrently in a busy office, and prioritize projects.
• Ability to offer quality customer service and to communicate effectively.
• Ability to work independently in a fast-paced environment, exercising discretion and good judgement.
• Ability to use word processing, spreadsheets, and database applications.
• Ability to interpret, adapt, and apply guidelines and procedures.
• University experience desirable.

Compensation/To Apply: This is a part-time, miscellaneous wage position with no university benefits. Compensation commensurate with experience. Please send a cover letter, resume, and three work references to scole@udel.edu

Hours: This is a part-time, 20 hours per week or less, miscellaneous wage position with no university benefits. Variable schedule between the hours of 8 – 4 Monday-Friday. As a higher education institution it is expected that part-time, miscellaneous wage employees will not work between semesters although other hours will be needed immediately before and after each semester.

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/affirmative action employer and Title IX institution. For the University’s complete non-discrimination statement, please visit https://www.udel.edu/home/legal-notices/.

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