Administrative Assistant, Part Time,
University of Delaware at Osher Lifelong Learning Institute-Lewes

Department: Division of Professional and Continuing Studies
Location: Osher Lifelong Learning Institute, Lewes, DE
Fred Thomas Building, 520 DuPont Avenue, Lewes, DE 19958
Deadline: Until filled – applications reviewed immediately

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 all OLLI members or potential members. The administrative assistant is responsible for managing phone and foot traffic and multiple complex financial and registration processes. Work tasks are performed in a high-volume office with regular interruptions. The position requires making independent decisions, maintaining confidentiality, and working closely with multiple UD departments.

Major Responsibilities:
- Provide exceptional customer service, e.g., greet, direct, answer, resolve, and troubleshoot daily concerns.
- Maintain office filing system and prepare files to be archived.
- Originate university web forms, process financial transactions, and work in Microsoft Word, Excel, etc.
- Manage and coordinate registration processes.
- Maintain a Procard.
- Order program and office supplies
- Work with other staff to respond to changing membership needs.
- Manage communications.
- Perform other job-related duties as assigned by supervisor.

Qualifications:
- A minimum of a High School diploma or GED with three years’ experience in financial or accounting administrative duties. Associate’s degree or equivalent college-level course work is preferred.
- Extensive knowledge of office practices/procedures, ability to handle multiple assignments concurrently in a busy office, perform complex tasks, 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.
- Advanced techniques in word processing, spreadsheets, and database applications.
- Ability to interpret, adapt, and apply guidelines and procedures.
- University experience desirable.

Compensation: This is a part-time, 29 hours per week or less, miscellaneous wage position with no university benefits. Compensation commensurate with experience. Monday-Thursday, 8:30 a.m.-4:00 p.m. (1/2-hour lunch).

Apply: Please send your resume, 1 page cover, contacts for three references to Anna Moshier at amoshier@udel.edu.

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/.