06/20/2023

Administrative Assistant Position, Department of Mathematical Science, Newark Campus

The Department of Mathematical Science at the University of Delaware seeks a qualified Administrative Assistant to provide academic and administrative support to ensure the efficient operation of the office. Supports faculty and staff through a variety of tasks related to organization and communication. Assists students, internal and external partners with various administrative inquiries and requests. This is an in-person position that will be located on the Newark Campus in Ewing Hall.

Responsibilities

- Include, but are not limited to:
  - Answer and direct phone calls
  - Provide general information by answering questions and requests
  - Organize and schedule staff events, seminars and meetings
  - Produce and distribute correspondence memos, letters, and forms
  - Maintain supplies inventory, by checking stock, placing orders and anticipating the needs of the office
  - Carrying out administrative duties such as, distributing and sending mail, filing, typing, coping, scanning, etc.

Qualifications

Candidate should have an Associate’s degree or at least 2 years of experience as an administrative professional or related field.

Compensation

This is a part-time, non-benefited position. Rate of pay is based on level of education and experience.

Applications

This position will remain open until filled. To apply, please send a resume with cover letter to: math-staff@udel.edu. For the E-mail subject please enter “MATH-Admin Asst Resume (Last Name)”. 

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