College of Engineering, Student Development & Support and RISE Program Office Support
This is a part-time, non-benefitted, temporary position.

CONTEXT OF JOB:
Under limited supervision, the Office Support role performs complex secretarial and administrative duties and provides programmatic and logistical support to the Academic Program Manager in the College of Engineering. The Student Development & Support unit of Engineering Academic Affairs serves as the liaison between all undergraduate students in the College of Engineering and the offices, programs and services in place at the University to enhance all students’ opportunity for educational and personal development and success. The position requires a high level of independent judgment, initiative and excellent problem-solving and technical skills.

MAJOR RESPONSIBILITIES:
- Provides comprehensive administrative support, coordination, and daily support for summer program (FAME/UD Summer Residential Program), and prepares and sends paper and electronic mass mailings
- Develops original and routine correspondence in response to inquiries and for supervisor’s signature and distribution; produces documents merged from Word, Access and Excel, charts, graphs and PowerPoint presentations for own use and Program Manager's
- Monitors revenue and expenses for Program Manager’s budget. Analyzes financial transactions to ensure expenditure control and compliance with University policy and standard procedures. Reconciles transactions (internal and external to University) and all Purchasing Card activity. Independently reviews and summarizes data and provides reports for decision-making purposes. Processes financial forms including Journal Vouchers, Business Expense Reports and Vendor Payment Requests. Monitors payroll for summer program employees
- Maintains high level of confidentiality and security as it relates to student records
- Coordinates pedestrian traffic flow for Student Development & Support office. Greets guests, determines needs/concerns, provides service and/or directs to appropriate resources. Answers incoming calls and e-mails.
- Develops and maintains unit calendars. Schedules recurring and non-recurring appointments, meetings and other events. Reserves rooms and orders food as needed
- Performs routine & non-routine clerical, secretarial or records-processing duties
- Performs other related duties as assigned

QUALIFICATIONS:
High School diploma and one year of job-related experience or equivalent combination of education and experience. Requires knowledge of the principles and practices of office management and basic financial processing skills. Requires the ability to analyze and interpret data, to make independent decisions and judgments in keeping with the level of the position. Demonstrate intermediate computer knowledge and willingness to learn more advanced skills. Good customer service skills with the ability to communicate and interact well with people of all ages and diverse backgrounds. Ability to handle multiple tasks simultaneously.

HOURS:
24-28 Hours per week with flexibility on schedule of 4-5 days per week

APPLY:
To apply, please send a cover letter and resume to Marianne Johnson, mtj@udel.edu

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.