Position: Administrative Assistant – Part-time

Location: 217 Sharp Lab – 104 The Green, Newark, DE 19716

Pay: $18.00 per hour. This is part-time, in-person, non-benefited position (25-29 hours per week).

Hours: A consistent weekly work schedule is required. Work hours will be scheduled within the department’s normal operating hours of 8:00 am to 5:00 pm, Monday-Friday. The business administrator will work with the candidate to create a work schedule that meets the needs of the individual, as well as the needs of the department.

Context of the Job: Under the general direction of the Business Administrator II for the Department of Physics and Astronomy (DPA), the Administrative Assistant will provide clerical and administrative support to DPA. As a first point of contact, the Administrative Assistant will provide a high level of service to internal and external constituencies and provide support to DPA staff. Candidates must have excellent communication, organizational, and computer skills. They must also be willing to take initiative and be proactive in sustaining key office operations, as well as taking a detailed oriented approach to their work.

Major Responsibilities:

• Serves as the first point of contact for the department: front desk reception & telephone coverage
• Provide general information to students, staff and the community
• Assist and support the office staff in the daily operations and administration of the office
• Use MS Office and Google applications for data entry, creating reports, sending emails, and other administrative operations.
• Coordinate and maintain office supplies ordering and inventory
• Receive mail and packages daily; contact package recipients.
• Assist in planning and coordination of program events and meeting logistics (virtual and in-person)
• Perform administrative tasks as assigned with established deadlines and work standards
• Additional responsibilities could be assigned, based on situational and workload requirements

QUALIFICATIONS:

• High School Diploma or GED and one to two years’ experience in an administrative assistant capacity. Ability to work independently.

• Basic computing skills required including proficiency with email, word processing, spreadsheets and databases utilizing MS Office, Google Suite, and MS Teams.

• Ability to manage multiple projects by successfully prioritizing time and resources.

• Ability to communicate effectively and interact well with diverse individuals from a wide range of backgrounds including students and their families, UD employees, and community members.

• Ability to maintain a strict level of confidentiality.

• High level of accuracy, attention to detail and the ability to prioritize and adapt to changing needs.
TO APPLY: Email a resume to dmbutler@udel.edu (Dawn Butler, Business administrator)

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