University of Delaware
Position: Office Administrative Assistant
Location: Biden School of Public Policy and Administration, 184 Academy Street
Pay Range: $20-$25 /Hour commensurate on experience

CONTEXT OF THE JOB:
Under the direct supervision of the College Business Officer, the Office Administrative Assistant will support the activities of leadership within the Biden School Dean’s Office. Individuals applying to this position must be able to anticipate needs, develop solutions, work independently, and make and implement recommendations to optimize activities within the office. Initiative, computer literacy and stellar customer service and communication skills are required.

Under the general direction of the Business Officer, this position will support the overall administration of the Biden School Dean’s Office performing administrative duties as follows.

- Provide front desk coverage. Greet and direct students, members of the UD community, and guests. Receive and direct phone calls and respond in a timely and appropriate manner. Provide general information about the Biden School and resolve questions and problems when appropriate. Interact with tact, poise, and professionalism.
- Assists and supports the dean’s office staff in the daily operation and administration of the office.
- Perform routine and non-routine clerical or records-processing duties while ensuring confidentiality.
- Assists and supports the Dean’s Office staff in the daily operation and administration of the office and support faculty as needed.
- Assist with event planning and implementation.
- Maintains files and other documents, proofs and prepares documents, and assists with special projects and events.
- Uses MS Office and Google applications for data entry, creating reports, sending emails, and other administrative operations.
- Maintains and updates documents and spreadsheets required for record keeping, using strict confidentiality for sensitive data.
- Performs other office and administrative related duties to support the success of the Biden School.
- Provides clear and effective written and verbal communication to a wide range of individuals and groups.
- Additional duties and responsibilities will be assigned by the Business Officer based on evolving priorities and workload needs.

QUALIFICATIONS:
- High School Diploma or GED, Bachelor’s Degree preferred and two plus 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

WORKING CONDITIONS: A consistent weekly work schedule is required. Work hours will be scheduled within the department’s normal operating hours of 8:30am-4:30pm Monday thru Friday. The total number of hours worked per week will be 29 hours (4 days per week, Monday to Thursday). This is a part-time, unbenefted position.

TO APPLY: Email cover letter and resume to jtrainor@udel.edu (Joseph Trainor, Biden School Deputy Dean)