



**Position:** Office Administrative Assistant

**Location:** College of Health Sciences, Dean's Office, Tower at STAR

**Pay Range:** \$15-20.00/Hour commensurate on experience

**CONTEXT OF THE JOB:**

Under the direct supervision of the Chief of Staff, the Office Administrative Assistant will support the activities of leadership within the College of Health Sciences 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.

**MAJOR RESPONSIBILITIES:**

- Serves as first point of contact at the main reception desk, and assisting in other areas to support the daily operation and administration of the dean's office.
- Assists and supports the dean's office staff in the daily operation and administration of the office.
- Provides primary administrative and calendar support for the UD Health Clinics COO.
- Responsible for scheduling and coordination of dean's office conference rooms, including setup, equipment maintenance, and support for meetings/events.
- Maintains public mailing and other distribution lists and performs annual updates of College directory.
- Serves as liaison between dean's office staff and various vendors (including Telephone Services, University Printing, etc.) and provides follow up on pending issues awaiting response or action.
- Maintains an inventory of program materials and other supplies; completes, processes and maintains paperwork for purchasing (e.g. orders, requisitions, and invoices).
- Responsible for ordering of office supplies, printed materials and other items to support Dean's Office needs.
- Proactively provides solutions to issues that arise and anticipates next steps needed to advance priorities of College leadership.
- 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 College of Health Sciences.
- 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 Chief of Staff based on evolving priorities and workload needs.

**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, clinical partners 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 8:00am-5:00pm Monday thru Friday. The total number of hours worked per week will be 26 hours with some weeks possibly being up to 29.5 hours, depending on needs of the unit. This is a part-time, unbenefited position. The manager 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.

**TO APPLY:** Email cover letter and resume to [gporter@udel.edu](mailto:gporter@udel.edu) (Gina Porter, CHS Chief of Staff).