Position: Office Administrative Assistant
Location: School of Nursing (SON), McDowell Hall (hybrid work schedule – several days on-campus)
Pay: Range: $15.00-$18.00/Hour

CONTEXT OF THE JOB:
Under the direct supervision of the School of Nursing’s Senior Associate Dean, and in partnership with the Executive Administrative Assistant, the Office Administrative Assistant will support the activities of the Senior Associate Dean and School of Nursing. Individuals applying to this position must be able to follow basic instructions and work independently. Initiative, computer literacy and problem-solving skills are required.

MAJOR RESPONSIBILITIES:
• Provides administrative support to the Associate Dean for Faculty and Student Affairs and to the Associate Dean for Academic Affairs and Practice Initiatives. This includes calendar support, scheduling of meetings and events, updates to CV, preparing correspondence and presentations, assisting with registration and travel for all conferences, and reconciling purchasing card charges.
• Serves as a professional first point of contact for students, faculty, staff, and external contacts whether by mail, email, phone, or in person.
• Responsible for managing School of Nursing spaces including coordination of office moves, furniture orders, renovations, and related Facilities requests. Responsible for office setup for new hires.
• Serves as liaison between faculty and various vendors (including Telephone Services, Lock Shop, IT Team, Facilities, etc.) and provides follow up on pending issues awaiting response or action.
• Maintains files and other documents, proofs and prepares documents, and assists with special projects.
• Provides support for School of Nursing, Faculty Governance, Research and other committee meetings, including taking and dissemination of meeting minutes.
• Uses MS Office and Google applications for data entry, creating reports, sending emails, etc.
• Maintains and updates spreadsheets required for record keeping using strict confidentiality for sensitive data.
• Maintains an inventory of program materials and other supplies; completes, processes and maintains paperwork for purchasing (e.g. orders, requisitions, invoices). Responsible for ordering of nameplates, name badges, business cards, office supplies and other items.
• Performs other office and administrative related duties to support the success of the School of Nursing. Maintains records and archives of student files. Schedules classrooms and conference rooms for non-course related meetings.
• Provides clear and effective written and verbal communication to a wide-range of individuals and groups.
• Updates School of Nursing intranet (through Google sites), website and events/dates of interest.
• Additional responsibilities may be assigned by the Senior Associate Dean based on the demands of the situation and the respective workload of the department.

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 familiarity with Google Suite, MS Office, MS Teams. Proficiency with email, word processing, spreadsheets and databases also preferred.
• Ability to manage multiple projects by successfully prioritizing time and resources.
• Ability to communicate effectively and interact well with people of all ages and diverse backgrounds.
• Ability to maintain a strict level of confidentiality regarding personal and administrative information.
• High level of accuracy, attention to detail and the ability to prioritize.

WORKING CONDITIONS: A consistent weekly work schedule is required. Work hours will be scheduled within the department’s normal operating hours of 9:00am-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, unbenefted position. The manager will work with the candidate to create a work schedule that meets the needs of the department, taking into consideration the needs of the employee.

TO APPLY: Email cover letter and resume to Kathy Sorace, Executive Assistant to the Senior Associate Dean, at kсорace@udel.edu.