Part-Time Office Assistant
University of Delaware
The Art Conservation Department, Room 303 Old College, Newark, DE 19716

The Art Conservation Department at the University of Delaware (www.artcons.udel.edu) is a world leader. The Department has an undergraduate and master’s program in art conservation, the latter in collaboration with Winterthur Museum, Library & Gardens, and an interdisciplinary doctoral program in Preservation Studies. The Department’s faculty include leading conservators and scientists. Our graduates have preserved such irreplaceable objects as the Declaration of Independence, the Dead Sea Scrolls, the Emancipation Proclamation, the Star Spangled Banner, works by artists from Vermeer to Van Gogh, as well as contemporary artists, and architectural interiors from U.S. Capitol to the Forbidden City in China.

Context of the Job:
Performs secretarial and administrative duties to assist the Business Administrator with a variety of office activities.

Major Responsibilities:
- Manage and support Concur (travel and expense management system) operations to include allocation of credit cards transactions for 30-35 graduate students and 7 faculty members.
- Work in collaboration with the Art Conservation Department and the UD Concur Team to advise graduate students and faculty on Concur policies and procedures.
- Maintain listing of graduate students who have been awarded professional development funding to ensure travel expenses are allocated to appropriate codes.
- Perform other duties as assigned, and as time permits.

Qualifications:
- High school diploma or GED, with one to two years of experience
- Excellent verbal and written communication skills
- Attention to detail and excellent time- and financial-management skills
- Ability to be proactive and appropriately reactive to situations.
- Ability to multi-task, work independently and as a team member to achieve common goals, and to exercise sound judgement.
- A clear and pleasant manner of communicating and an easy ability to connect with people in person, or via email.

Hours: Position will be 10-15 hours per week, 10 months per year, with daily/weekly flexibility.

Compensation: $15.00-$20.00 per hour, based on experience

To Apply: Email a current resume, cover letter, and three professional references with names, telephone numbers, and email addresses to Susan Behrens at behrens@udel.edu.