Position Announcement

Position: Part Time Office Assistant - Soil Testing Program & Plant Diagnostic Clinic
This is a part-time, hourly, non-benefitted, in-person position working up to 30 hours per week.

Work Location: Townsend and Worrilow Hall, 531 S. College Avenue, Newark, DE 19716-2170

Hours: Monday through Friday, with a consistent schedule during the regular business hours of 8 am to 5 pm.

Available Immediately

Wage: Pay rate is dependent upon experience.

The UD Soil Testing Program and Plant Diagnostic Clinic are looking for a part-time assistant to work in the office supporting both programs with administrative task.

Responsibilities include:
• Serving as a receptionist for the programs: Covering the front desk, answering the phone and program email accounts
• Data entry (e.g., sample information, billing information)
• Generating reports and preparing them for mailing
• Selling kits to walk-in customers
• Filling online-orders for soil test kits
• Preparing invoices and cash deposits
• Other office duties as needed

Qualifications:
• Strong interpersonal and customer service skills
• Excellent organizational skills
• Good computer skills - Excel, Word, Google Apps.
• Experience with UNIX system or other computer systems a plus
• Ability to be flexible and prioritize multiple tasks
• Strong attention to detail
• Ability to work both as part of a team and independently
• Ability to communicate effectively and interact well with people of all ages and diverse backgrounds
• Interest in gardening and plants a plus

For more information, please contact Karen Gartley at kgartley@udel.edu.

To Apply: Please submit a one-page cover letter and resume as one document. Also, please remember to provide names and contact information of three references. Applications can be emailed to kgartley@udel.edu.

Equal Employment Opportunity

Employment offers will be conditioned upon successful completion of a criminal background check. A conviction will not necessarily exclude you from employment.

The University of Delaware is an Equal Opportunity Employer which encourages applications from Minority Group Members, Women, Individuals with Disabilities and Veterans. The University's Notice of Non-Discrimination can be found at http://www.udel.edu/aboutus/legalnotices.html