Position: Office Administrative Assistant

Location: College of Arts & Sciences, Dean’s Office, 4 Kent Way

Pay Range: $20-$25/Hour commensurate on experience

CONTEXT OF THE JOB:

Under the direct supervision of the Chief Operating Officer (COO), the Office Administrative Assistant will support the activities of leadership within the College of Arts & 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:

- Tracks projects related to the operation of the College. Follows up with relevant project participants to ensure timely completion of tasks. Maintains project status reporting for COO.
- Compiles data and assembles reporting
- Assists and supports the dean’s office staff in the daily operation and administration of the office.
- 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.
- 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 Arts & 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 SBO 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 8:00am-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 individual, as well as the needs of the department.

TO APPLY: Email cover letter and resume to ayerger@udel.edu (Alison Yerger, CAS Senior Business Officer)