Position Title: **Administrative Assistant**

Department: University of Delaware, New Castle County Cooperative Extension  
461 Wyoming Rd  
Newark, DE 19716  

Context of the Job: Cooperative Extension is an informal, educational, and national network that takes programming to people in their communities and includes programming such as food safety, nutrition, 4-H, horticulture, farming, natural resources etc. This position is part of an administrative team that supports our agents and interacts with the public who reach out to Extension for information.

Under the general direction of the New Castle County Extension Director the position will support the office environment greeting visitors and supporting County Agents.

**REQUIREMENTS:** High school diploma or GED with three years of experience in an administrative assistant position. Additional administrative assistant training or related education may be substituted for required experience.

Training and experience in a University environment are preferred. Requires knowledge of office practices and procedures, business writing, English and proofreading and editing skills.

Requires hands-on experience with electronic information systems, demonstrated ability to create and maintain databases and spreadsheets as well as use intermediate word processing techniques including Microsoft Office Suite and Google forms.

**SPECIAL REQUIREMENTS:** The ability to communicate effectively verbally and written, and interact well with people of all ages and diverse backgrounds. Experience with event registration creation platform highly desired but not required. Will train to provide back up support for this duty.

**DUTIES:** Assist with front office duties including the compilation of data and generation of routine reports as well as a variety of duties for which independent judgment is required in handling confidential and non-routine matters.

Answer phone lines and process calls.

Maintain records; assist staff to compile departmental data and forms

Assist with copying, mailings, record retention, and correspondence

Perform other related duties as assigned.

Ability to sit, bend, stand, lift is required.
Time Commitment: 20 hours per week, pleasant work environment, no benefits
Position will typically be 3 days per week to assist with office coverage. Flexibility between the hours of 8:00 am - 4:30 pm is preferred. Opportunities for additional (optional) hours to support departmental events may be available.

Employment offers will be conditioned upon successful completion of a criminal background check.

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Please send a cover letter and resume to krjohn@udel.edu

Thank you!