Administrative Assistant, Miscellaneous Wage  
University of Delaware  
Cooperative Extension Department  
College of Agriculture and Natural Resources  
Location: Paradee Center, Dover DE

Context of the Job: The Cooperative Extension Department at the University of Delaware College of Agriculture and Natural Resources has an opening for a miscellaneous wage Administrative Assistant. Under the general supervision of the Kent County Director, the Administrative Assistant will perform duties to support the office environment and extension professionals. The principal emphasis of this position is to provide front office reception, answer telephones, conference room scheduling, and general administrative support. This part-time, miscellaneous wage position is ineligible for University of Delaware employee benefits.

Major Responsibilities:
- Greet and direct visitors; answer phones and take messages; answer questions requiring knowledge of terminology, organization, and supervisor’s responsibilities.
- Provide program support such as prepare mailings, distribute materials, maintain participant lists, process program evaluations; organize and maintain files.
- Review, route, and prioritize mail.
- Coordinate meeting room calendars.
- Assist with office sales of soil test kits, including walk-in, phone, and web orders.
- Process plant and soil samples for submission to the diagnostic lab.
- Maintain lobby and supply of Extension Office Fact Sheets.
- Maintain office supply inventory and order as needed.
- Assist Kent County Extension Director and other county staff members with other activities as required (e.g., travel arrangements, mailings, outreach activities, etc).
- Perform miscellaneous job-related duties as assigned.

Qualifications:
- Minimum of a high school diploma or GED with one year of experience.
- Experience with office practices and procedures.
- Ability to use techniques in spreadsheet, database, and document editing software.
- Ability to communicate and interact well with people of all ages and diverse backgrounds.
- Training and experience in a University or office environment preferred.
- Familiarity with partner agencies and organizations desirable.

Time Commitment: Minimum 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.

TO APPLY: If you are interested in this role, please send a copy of your resume and cover letter to Susan Garey, Kent County Extension Director via email at truehart@udel.edu

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 and Women. The University's Notice of Non-Discrimination can be found at http://www.udel.edu/aboutus/legalnotices.html