Administrative Support – SMSP

The School of Marine Science and Policy at the University of Delaware seeks a part-time Administrative Assistant at the University of Delaware Campus in Newark. The Administrative Assistant supports the day-to-day administration and operation of the School supporting the Business Administrator and the administrative team. The Administrative Assistant will interact with faculty, staff, students, and visitors.

Part-time (25 - 29 hours per week), paid hourly

Primary Responsibilities:

- Arranges and coordinates meetings as well as assists with agenda preparation
- Process room reservation requests and room set-up requests, as well as updating Google calendar with class schedules
- Assists with travel arrangements for visitors
- Review and audit of credit card statement and receipts
- Maintains inventory of supplies and equipment; orders supplies when necessary; completes, processes and maintains paperwork for purchasing (e.g. orders, requisitions, invoices)
- Utilizes word processing, spreadsheet and database computer applications for a variety of administrative tasks
- Key distribution
- Resolves routine questions and problems, and refers more complex issues to higher levels
- Prepare files to be archived
- Assists with back-up coverage in the Dean’s suite
- Assists with other administrative functions as requested

Qualifications:
High school degree or equivalency required. Experience with Microsoft Office suite programs required. Prior experience in office setting preferred.

Apply
To apply, please send your resume, with contacts for 3 references, to Sharon Wiegner (swiegner@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/affirmative action employer and Title IX institution. For the University’s complete non-discrimination statement, please visit http://www.udel.edu/home/legal-notices/