University of Delaware, Newark Campus

Position: Administrative Assistant – Part-Time

Department: School of Nursing

Hourly Rate: $18.00

Start Date: September 2018

This is a part-time, miscellaneous wage position with no University of Delaware benefits. The position is 25-29 hours per week between the hours of 8:00 a.m. – 4:30 p.m., Monday-Friday. Specific hours have some flexibility.

CONTEXT OF JOB

Under the supervision of the Senior Associate Dean of Nursing, the Administrative Assistant performs a full range of responsibilities to support the School of Nursing at the University of Delaware.

MAJOR RESPONSIBILITIES

- Provide support to research faculty in the Tower at STAR which includes:
  - Greeting patients and research participants into the 5th floor tower reception area and Aging and Symptom Translational Laboratory and directing them to the 4th floor apartment patient/research areas.
  - Scheduling/usage of the apartment suite and the laboratory.
  - Distributing mail and managing office supplies and equipment
- Provide clerical support to both research administration and faculty.
- Assist the Buxbaum Chair and the Associate Dean for Research Translation including:
  - Scheduling, calendar maintenance, arranging meetings, booking rooms, minutes, and other related support.
- Provide administrative support to the SON Research Committee and the Rising Investigator Groups.
- Support research intensive faculty with manuscript and reference reformatting required for journal submissions and revisions.
- Assist in the budgeting and financial management of travel related expenses.
- Monitor appropriate webpages for needed updates & revisions.
- Support the PhD and Buxbaum Scholar’s programs:
  - Schedule PhD interviews including admission and exit interviews.
  - Manage PhD student touchdown space in the Tower and use of the Laboratory and Apartment Spaces
- Conduct yearly surveys and input survey data into existing and newly developed databases.
- Perform other miscellaneous job-related duties as assigned.

QUALIFICATIONS

- Minimum some college and at least one year of experience in a higher education setting.
- Ability to maintain a high level of confidentiality.
- Exceptional organizational skills.
- Must be proficient in Outlook to schedule appointments.
• Must be proficient in Microsoft Excel and Word.
• Excellent written and oral communication skills.
• Must be a quick learner and able to work independently with minimal supervision.

TO APPLY

Submit a letter of interest, resume, and three (3) references to Karen Holden at krholden@udel.edu.

Employment offers will be conditional based upon the 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 www.udel.edu/aboutus/legalnotices.