



Student Diversity & Inclusion
325 Academy Street
Suite 147
Newark, DE 19716
Phone: (302) 831-2967
Email: studentdiversity@udel.edu

UNIVERSITY OF DELAWARE
Student Diversity & Inclusion
Office of Institutional Equity

Position: Administrative Assistant-Student Diversity and Inclusion, Office of Institutional Equity

Location: 147 Perkins Student Center, Main Campus, Newark DE

Pay: \$18.00 per hour. This is a part-time, non-benefitted position (25-29 hours per week).

Hours: Work hours will be scheduled within the department's normal operating hours of 8:00 to 5:00pm, Monday thru Friday, with occasional support needed for after hours and weekend events.

Context of the Job:

Under the general direction of the Associate Director for Student Diversity and Inclusion (SDI), the Administrative Assistant will provide clerical and administrative support to SDI and the diversity, inclusion, equity, and social justice initiatives of the unit. As a first point of contact, the Administrative Assistant will provide a high level of service to internal and external constituencies, and provide support to SDI staff. Candidates must have excellent communication, organizational, and computer skills. They must also be willing to take initiative and be proactive in sustaining key office operations, as well as taking a detail oriented approach to their work.

Major Responsibilities:

- Provides comprehensive administrative support for the daily operations of Student Diversity and Inclusion.
- Provides a welcoming and affirming environment for diverse students, staff, and faculty engaging with Student Diversity and Inclusion.
- Participates in managing the operations of the SDI office, including arranging meetings, events, retreats, and other activities for staff and student employees. In conjunction with IT, manages and maintains office technology.
- Assists with Student Diversity & Inclusion's ongoing and special projects (e.g. collecting and recording data from diversity workshop request forms).
- Develops and maintains unit calendars and Associate Director calendar, as needed.
- Monitors, maintains, and purchases inventory of general office and event related supplies and equipment.
- Creates files record management system and maintains a retention schedule including archiving confidential documents according to UD policies.
- Compiles, summarizes, and presents administrative and programmatic issues to supervisor; recommends and implements solutions.
- Processes paper and electronic forms through UD systems.
- Greets guests (in-person or virtually), answers incoming calls and e-mails as needed, and provides service and/or directs guests to the appropriate resources.
- Assists with processing financial transactions, and procurement card reconciliation as needed.



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- Manages program and event revenue as needed, including invoicing and timely receipt of funds.
- Serves as the principle liaison with external vendors, speakers, and performers; sends and collects contracts; reviews and utilizes appropriate procurement processes for approval and execution. Reviews invoices and initiates webforms, including purchase orders and vendor payments.
- Performs other duties as assigned.

Qualifications:

- Minimum of high school diploma or GED
- Knowledge of principles and practices of office operations
- Ability to use effective communication and interpersonal skills to provide exceptional customer service
- Ability to interact effectively with people of diverse backgrounds
- Extensive knowledge of the principles and practices of office management
- Effective written and oral communication skills.
- Strong organizational skills, with the ability to make decisions and use sound judgment
- Proficiency with Microsoft Office (Outlook, Excel, Word and Powerpoint)) and Google Applications (Calendar, Docs, Forms, Sheets, Slides)

Application Process: Please submit a resume with contact information for two professional references to: Rachel Garcia at regarcia@udel.edu

Preferred Application Date: Applications will be reviewed as they are received, with preference given to applications submitted before April 28th, 2022.

Employment offers will be conditioned upon successful clearance of a 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 <https://www.udel.edu/home/legal-notices/>