Temporary Administrative Support – SMSP

The School of Marine Science and Policy at the University of Delaware seeks a temporary part-time Administrative Assistant. This position is temporary and contingent on the availability of funding. The position can be located either in Newark, De or Lewes, DE. 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:

• Provide administrative support to the faculty, administrative staff, students and programs of SMSP. Perform routine and non-routine administrative tasks as assigned and directed by the Business Administrator, complying with established deadlines and work standards; listens effectively and obtains necessary information from appropriate source(s) to complete assigned tasks and shares information with others as needed. Schedules appointments, meetings, conferences, lectures, etc.
• Process Web Forms e.g., journal vouchers (JVs), procurement requisitions, cash transmittals, and other required administrative documents and forms for the unit.
• Manage University Credit Card administration and reimbursement requests for assigned faculty, research staff and students in Concur. Verify that University Credit Card expenditures are charged to appropriate budgets and confirm funds are available prior to processing credit card allocations. Review charges to ensure they are allowable in accordance with agency regulations and guidelines. Ensure back up documentation is properly filed and available for audit or grant close out reporting.
• Assist with the recruiting/application process, scheduling interviews, making travel arrangements for potential students, completing travel reimbursements, etc.
• Assist with making travel arrangements for faculty, staff and students. Coordinate and process travel awards for graduate students.
• Maintain electronic calendar for ITV classrooms, conference rooms, etc. and handles room reservations.
• Assists with other administrative functions as requested

Qualifications:
• High school diploma or GED, Associate’s degree preferred.
• Experience working in an academic or non-profit environment is desirable.
• Extensive knowledge of office practices and procedures.
• Ability to be flexible, work independently and have high accountability for a large volume of work.
• Ability to handle multiple assignments concurrently.
• Knowledge of the principles and practices of office management and general administration.
• Ability to analyze and interpret data and make independent decisions.
• Excellent organizational and interpersonal skills.
• Exhibits and supports a positive attitude and encourages a positive attitude in co-workers.
• Ability to communicate effectively and interact well with people of all ages and diverse backgrounds.
• Proficient in Microsoft Office Suite (Word, Excel, Outlook, Access and PowerPoint).
• Experience in using computerized accounting systems is highly desirable.
• Ability to show initiative and to demonstrate a high degree of confidentiality and discretion and problem-solving strongly preferred.
• Knowledge of federal regulations and OMB circulars 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/