Part-time Administrative Assistant

The department of Kinesiology and Applied Physiology is seeking a part-time Administrative Assistant for handling clerical tasks in the office. Under the direct supervision of the Business Administrator, the Administrative Assistant will provide support to faculty, staff, and students in the department.

Department Location: 540 S. College Ave., Newark, DE 19713

Contact: Shelley Rust, Business Administrator, strust@udel.edu

JOB INFORMATION:

Average Hours Per Week: 20-25 hours per week

Available Schedule: Monday through Friday

General Responsibilities:

- Processing of incoming and outgoing mail for department faculty and staff
- Organizes and maintains office files, both manual and electronic
- Scans documents for electronic filing systems
- Manages record retention for the department and coordinates the archiving and shredding of department documents
- Provide administrative support to faculty as needed
- Provide support to undergraduate academic advising
- Assist with departmental events as needed
- Performs miscellaneous job related 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 with people of diverse backgrounds
- Ability to make decisions and judgments in keeping with the level of the position
- Ability to prioritize appropriately and handle multiple assignments concurrently
- Self-motivation, initiative and effective organization and communication skills
- Ability to exercise discretion, confidentiality and judgment
- Proficiency with Microsoft Office (Outlook, Word, Excel and Power Point), Adobe Acrobat, and Social Media web platforms preferred

To apply: please send your resume, with contacts for at least 2 references and a cover letter, to Shelley Rust, strust@udel.edu.