CONTEXT OF THE JOB:
Student Diversity & Inclusion miscellaneous wage Administrative Assistant position will support the Director of Student Diversity and Inclusion within the Division of Student Life on daily operations of staff scheduling, assistance with special projects, and overall organization of Student Diversity & Inclusion functions. This part-time, temporary (miscellaneous wage) position is ineligible for University of Delaware employee benefits, is not to exceed 30 hours a week, and will be supervised by the Director of Student Diversity & Inclusion.

RESPONSIBILITIES:
- Assist with Student Diversity & Inclusion ongoing and special projects (e.g. collecting and recording data from Student Life First-Year Seminar Instructors and formatting/editing proposed website content and setting up systems to track content changes).
- Support in the management of staff (i.e., professional, miscellaneous wage, and student staff) calendars for meetings, events, and other functions.
- Assist with onboarding student interns.
- Assist with the coordination of meetings and events, including but not limited to scheduling, space reservations, catering orders, technology needs, preparing handouts and signage.
- Assist in the organization of online and printed files, including but not limited to filing and archiving files.
- Monitor and appropriately route Student Diversity & Inclusion email messages from the main Student Diversity & Inclusion email address and google groups/listservs.
- Perform daily duties such as answering phones, unlocking and locking office space(s), receiving mail and packages, and assisting with any general or necessary facility needs.
- Monitor and maintain an inventory of general office and event related supplies and equipment.
- Assist with pro-card allocations, tracking, receipt submissions, and any reimbursements or other financial requests, as appropriate and needed.
- Perform other related duties as assigned

REQUIRED QUALIFICATIONS:
- Proficient in Microsoft Office and Google Suite (i.e., Microsoft outlook, word, excel, and PowerPoint and Google groups, documents, sheets, and slides).
- Ability to maintain a high level of confidentiality.
- Knowledge of diversity and inclusion concepts; in addition to understanding of complexities within diversity and inclusion content and process.
- Demonstrated skills in independent judgment to plan, prioritize, and organize a diversified workload with attention to detail.
- Strong problem-solving and interpersonal skills.
- Excellent oral and written communication skills.

To apply, submit cover letter, your current résumé/CV, and contact for three references to Stephanie Chang, Director of Student Diversity & Inclusion, chang@udel.edu.

Application deadline: October 5th, 2018. Review of applicants will begin immediately thereafter and continue until the position is filled.

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 Employer which encourages applications from Minority Group Members and Women. The University's Notice of Non-Discrimination can be found at http://www.udel.edu/aboutus/legalnotices.html