CONTEXT OF THE JOB:
The Office of Human Resources has an opening for a miscellaneous wage Administrative Assistant position which will support the Recruitment and Onboarding function. The role will assist with the daily operations of the area including, answering phones, scheduling, assistance with special projects, and overall organization of Recruitment and Onboarding functions. This part-time, temporary (miscellaneous wage) position is ineligible for University of Delaware employee benefits.

RESPONSIBILITIES:
• Answer phone for the onboarding line and respond to inquiries as needed, forwarding calls to appropriate party as needed
• Assist in coordinating onsite interviews and travel for various job searches
• Order and organize supplies for job fairs/conferences
• Schedule new hire onboarding appointments
• Assisting new hires with online forms
• Send reminders to complete pre-work paperwork, coordinate new hire forms, and distribute them for filing
• Managing NEO (new employee orientation) reminders
• Preparing NEO materials
• Requesting confidential papers to be shredded as need
• Managing inventory of onboarding collaterals
• Respond to Recruitment and Onboarding related email boxes; triage messages and forward on the ones to the appropriate party to respond
• Perform other related duties as assigned

REQUIRED QUALIFICATIONS:
• Proficient in Microsoft Office and Google Suite (i.e., Microsoft outlook, word, excel, and Google groups, documents, and sheets)
• Strong problem-solving and interpersonal skills
• Excellent oral and written communication skills
• Ability to maintain a high level of confidentiality
• Exceptional attention to detail with a high degree of accuracy in work is critical
• Ability to multi-task in a fast-paced environment
• Self-starter who is able to set and change priorities as needed
• Team-player who is willing to jump in wherever needed at a moment’s notice

To apply, submit cover letter, your current résumé/CV, and contact for three references to Lori Koval, lorik@udel.edu.

Application deadline: October 17th, 2018. Review of applicants will begin immediately 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