An Administrative Assistant position is available for the Dean’s Office of the Lerner College of Business and Economics. This is a part-time, miscellaneous wage position with no University of Delaware benefits. The position involves working 20-28 hours per week, and is paid hourly, located in Newark, DE.

Responsibilities:

- Assist and support the Deputy Dean in administrative tasks as needed which includes travel arrangements, calendar scheduling, and organizing meetings.
- Produce and maintain basic spreadsheets which may require analyzing data to make projections; create and distribute reports which may require arranging data and creating charts/graphs.
- Produce word processing documents which may require formatting, table/column creation, graphics, use of macros and merging information from different document/applications.
- Assist with the daily suite operation which includes reserving and maintaining conference room, organizing work room and supply closets.
- Assist in implementing/arranging/facilitating a variety of events as scheduled by the Deputy Dean.
- Serve as receptionist/greeter. Customer service is key in this role as students, faculty, staff, vendors and external guests are regular visitors to the building.
- Additional responsibilities could be assigned based on situational and work load requirements.

Qualifications:

- High school degree or equivalency required. Associate’s degree preferred.
- Strong technical skills and proficiency with Excel required. Experience with PeopleSoft database systems preferred.
- Experience in making travel arrangements and maintaining a detailed Outlook Calendar is helpful.
- Proficient with MS Office Suite.
- Prior higher education administration experience is helpful.
- Possess a customer service orientation, flexible and organized

Contact:
Submit a resume and contact information for three references by December 5, 2018 to Nancy Proctor at proctorn@udel.edu.

Employment offer 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, Women, Individuals with Disabilities, and Veterans. The University’s Notice of Non-Discrimination can be found at http://www.udel.edu/aboutus/legalnotices.htm.