Administrative Assistant- Women’s Leadership Initiative (WLI)
& Lerner Diversity Council
Lerner College of Business & Economics
Part-time position – 20 hours per week

Context of the Job
The Women’s Leadership Initiative (WLI) at the Lerner College of Business and Economics at the University of Delaware educates, connects, and advocates for our students, faculty, alumni, and professional community to advance women’s leadership. The Lerner Diversity Council (LDC) focuses on building community and college climate; transforming curricular and co-curricular activities; and strengthening outreach and engagement, all with the central focus on diversity. Reporting to the Co-Directors of the WLI and the Director of the LDC, the Administrative Assistant provides administrative support for programs, events, correspondence, research, and engagement.

Major Responsibilities
- Organize logistics for meetings and events along with the Lerner Events team
- Schedule meetings and networking events among Co-Directors and other stakeholders
- Prepare meeting agenda and materials
- Collaborate regularly with Lerner Development, Events, and Career Services staff, and Registered Student Organizations
- Coordinate with student staff
- Proof and edit reports, presentations, and research and teaching materials
- Maintain a budget and coordinate income and expenses with Lerner Business administrators
- Assist Co-Directors with conference submissions, research presentations, and travel arrangements

Qualifications
- Prior administrative experience or equivalent combination of education and experience. Administrative experience with the University of Delaware previously is a plus.
- Effective verbal and written communication, human relations and time management skills
- Ability to organize data, records, and logistics
- Advanced techniques in Microsoft Word, Excel, and PowerPoint, and significant internet capabilities

This is a part-time miscellaneous wage position with no University of Delaware benefits. The position averages 20 hours per week; schedule to be determined. To apply, submit cover letter, your current résumé/CV, and contact for three references to Linda Somers, lsomers@udel.edu.

Application deadline: October 31st, 2018. Review of applications will begin immediately and continue until the position is filled.

Employment offers will be conditional 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