Job Opening: Administrative Assistant (Part-time)
Office of Development and Alumni Relations (DAR)
University of Delaware

Location: Newark, Delaware
Department(s): Administration & Finance and Gifts & Record Administration
Job Terms: Temporary (4-6 months)
Start Date: 08/2018

The Administrative Assistant performs a full range of responsibilities to assist in supporting the Administration & Finance and Gifts & Record Administration teams and the daily operations of the department, which include front reception duties.

This is a temporary part-time position (20-28 hours per week), Monday through Friday, specific schedule to be determined during the interview process. This position does not offer benefits. Compensation is commensurate with the level of experience.

RESPONSIBILITIES:

- Serve as additional front-desk receptionist: greet and direct visitors; answer phones; resolve routine questions; review and route campus & US mail deliveries; prepare daily conference room print-outs; and act as back-up Facilities Liaison (Fix-It). Customer service is key in this role as donors, alumni, friends, parents, faculty, staff, students, vendors and external guests are regular visitors to the building.
- Assist with the daily building operation and administration, which includes coordinating shared spaces for meetings/events, reserving and maintaining meeting and conference rooms.
- Assist and support the Administration & Finance staff, including the Associate Director; and Gifts & Records Administration, as needed in the daily operation and administration of required tasks that support programs in the Gifts & Records area:
  - Return Mail - serve as backup to process returned mail, updating records in the Advance database.
  - Process Gifts via telephone.
  - Serve as a backup for opening, counting and totaling of all gifts received and provide a receipt to the cash management staff member.
- Monitor and maintain inventory of office supplies and equipment.
- Maintain and update DAR Time & Attendance tracking reports and files; UDTime webforms.
- Assist with pro-card allocations, tracking, receipt submissions and reimbursements for Administration & Finance and Gifts & Record Administration staff; and DAR staff as needed.
- Basic word processing, spreadsheet and database computer applications. Maintains office files.
  - Produce and maintain basic spreadsheets, which may require analyzing data.
  - Create and distribute reports, which may require arranging data and creating charts/graphs.
  - Produce word processing documents/letters, which may require formatting, table/column creation, graphics, and use of merging information from different document/applications.
- Provide back-up support to Administration and Finance Administrative Assistant III as needed.
- Additional responsibilities could be assigned based on situational and workload requirements.
QUALIFICATIONS:

- Minimum high school diploma or GED and one to two years’ experience in an office setting. Prior higher education administration experience is preferred.
- Excellent written, organizational, and oral communication skills required with the ability to manage and prioritize multiple assignments simultaneously with attention to detail; the ability to communicate and interact well with a diverse constituency, using multiple means, especially in-person and telephone; and the ability to maintain a positive and collaborative work environment.
- Must demonstrate proficiency in understanding and managing data in Excel and Microsoft Word. Experience with Advance, Cognos and WORKS preferred.
- Proficient with MS Office Suite, including Outlook.
- Ability to work independently with moderate supervision.
- Ability to handle sensitive material and information confidentially.

NOTE: Due to the handling of sensitive information, a confidentiality agreement must be signed.

APPLY: To apply, please send resume, one page cover letter, and contact information for three references to Traci Peterson @ tpeterso@udel.edu.

Employment offers will be contingent 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 https://www.udel.edu/home/legal-notices/