University of Delaware, Newark Campus

**Position:** Administrative Assistant – Part-Time

**Department:** Medical and Molecular Sciences

**Hourly Rate:** $16.00

This is a part-time, miscellaneous wage position with no University of Delaware benefits. The position is 25 hours per week between the hours of 8:30 a.m. – 5:00 p.m., Monday-Friday. Specific hours have some flexibility.

**CONTEXT OF JOB**

Under the supervision of the department chair, the Administrative Assistant performs a full range of responsibilities to support the Medical and Molecular Sciences Department at the University of Delaware.

**MAJOR RESPONSIBILITIES**

- Provide routine office tasks including, but not limited to:
  - Copying
  - Filing
  - Data entry
  - Database management and manipulation
  - Meeting packet preparation
  - Answering phone and taking messages/directing calls as appropriate

- Provide clerical support to the faculty and staff which includes:
  - Greeting office visitors and directing them to the appropriate staff.
  - Scheduling/usage of the conference room.
  - Distributing mail and managing office supplies and equipment.

- Assist with arranging meetings, booking rooms, minutes, and other related support.

- Support the Administrative Specialist and Academic Support Coordinator.

- Perform other miscellaneous job-related duties as assigned.

**QUALIFICATIONS**

- Minimally, a candidate must have completed high school or have a GED. Clerical experience is preferred.
- Ability to maintain a high level of confidentiality.
- Exceptional organizational skills and attention to detail.
- Must be proficient in Outlook to schedule appointments.
• Must be proficient in Microsoft Excel and Word.
• Excellent written and oral communication skills.
• Must be a quick learner and able to work independently with minimal supervision.

TO APPLY

Submit a letter of interest, resume, and three (3) references to Alyson Mann at amann@udel.edu.

Employment offers will be conditional based upon the 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 www.udel.edu/aboutus/legalnotices.