Administrative Assistant-Dean’s office

The College of Earth, Ocean and Environment at the University of Delaware seeks a part-time Administrative Assistant who will assist in the Dean’s office. The Administrative Assistant supports the day to day administration and operation of the Dean’s office assisting the Assistant to the Dean, Assistant Deans and the Business Office.

Part-time (20-25 hours per week) paid hourly. Flexible summer hours.

Primary Responsibilities:

- Greets and directs visitors; answers phones and takes messages; answers questions requiring knowledge of terminology, organization, supervisor’s responsibilities, etc. (e.g. appropriate referrals/triage, general purpose of the unit).
- Assist’s with Dean, Deputy Dean and Business Officer calendar and scheduling.
- Assist’s the Assistant to the Dean with events held by the College.
- Arranges and coordinates meetings, including booking meetings on Google Calendar.
- Helps to maintain inventory of supplies and equipment; orders supplies when necessary; completes, processes and maintains paperwork for purchasing (e.g. orders, requisitions, invoices).
- Complies information and distributes monthly college newsletter via email.
- Resolves routine questions and problems, and refers more complex issues to higher levels.
- Analyzes weekly report from Development and drafts letters to donors.

Qualifications:

High school diploma or equivalency required. Experience with Excel and other Office suite programs preferred. Prior experience in an office setting preferred.

Apply:

To apply, please send your resume, with contacts for 1-2 references to Aundrea Young at aundreay@udel.edu.

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