**Part-Time Administrative Assistant**

This 11-month, 25-30 hour/week miscellaneous wage non-benefitted position provides administrative support to The College School and The Lab School on the UD Children’s Campus at 459 Wyoming Road, Newark, DE 19716. Responsibilities are shared with the current part-time Administrative Assistant.

**Qualifications:**

**Required:**
- 3-5 years of direct administrative support experience
- Exhibits proficiency in MS Word, Excel, Google and Outlook
- Works well in a diverse and complex setting
- Displays strong communication skills – written and verbal
- Adept in prioritizing tasks and problem solving independently and collaboratively

**Preferred:**
- Experience with University of Delaware systems (i.e. Works, Webforms, UD Time, ProCare)

**Shared Responsibilities:**

- Provide general administrative and clerical support to Directors & Staff
- Monitor school entry and greet visitors
- Direct and assist all families, professionals and UD students
- Answer, screen and refer phone calls as well as website and email inquiries
- Respond to enrollment inquiries and schedule appointments with families
- Maintain “wait list” for prospective students and correspond with families
- Assist in scheduling (calendar management) for Directors, Families and Staff
- Organize monthly billing and refer all inquiries to financial department
- Post payments from families in ProCare and prepare bank deposits
- Prepare bi-weekly payrolls for part-time staff and work study students
- Manage special programming and workshops for both schools (i.e. summer camps, workshops, etc.)
- Create new accounts and maintain information in ProCare System
- Generate and maintain student files, rosters, mailing lists and emergency notification records
- Monitor school inventories, reorder supplies, as needed
- Schedule spaces for meetings, research and special events
- Contact University Facilities, Grounds and other services, as needed (i.e. repairs, mowing, painting, etc.)

**Hourly rate:** Based on experience and qualifications.

**To apply:** E-mail a current resume, one-page cover letter and names, email addresses, and telephone numbers of at least three references to Laura Dougherty lcd@udel.edu and Cynthia Paris cparis@udel.edu.

Employment offers will be dependent upon successful completion of a criminal background check, child registry background check. 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.