Administrative Office Support  
Office of Economic Innovation & Partnerships  
University of Delaware

Context of the Job
The Mission of the Office of Economic Innovation and Partnerships (OEIP) is to (1) develop social and economic value from UD’s knowledge-based assets by advancing UD’s IP, inventions and technologies from the laboratory to the market place through partnerships and collaborations, (2) promote innovation and entrepreneurship across the University community and (3) develop and sustain the growth of small technology-based businesses in Delaware.

The Office has three operating units – Administration, Technology Development and Small Business Development.

Major Responsibilities
The responsibilities entail taking part in a collaborative team to include the following:

Support daily administrative operations for the units of the Office of Economic Innovation & Partnerships to include:
  o Provide front desk reception and telephone coverage;
  o Provide general information to inquiring customers;
  o Organize and maintain filing;
  o Monitor and order office supplies.
  o Provide program and event support

Schedule, coordinate, and prioritize meetings with leaders in the academic, public and private sectors. Handle highly sensitive and confidential information.

Arrange and coordinate the logistics for units’ events and meetings; assemble required event materials.

Support planning and management of special projects.

Qualifications:
• Demonstrated ability to communicate information effectively. Communicates effectively verbally and in writing as appropriate for the needs of the audience.
• Has the ability to read and understand written information. Organizes information in a logical manner.
• High attention to detail.
• Proficient computer skills including Microsoft Office, Adobe Illustrator, Adobe InDesign and WordPress.
- Demonstrated ability to work effectively as part of a team. Ability to interact well with people of all ages and diverse backgrounds.
- Manages time and resources to meet job requirements. Has the ability to manage multiple tasks and objectives while meeting timing requirements.
- Organizes work and sets priorities appropriately for the given situation. Plans and manages time and assignments to ensure delivery. Makes adjustments to plans in order to accommodate new assignments.

**Terms and Conditions:**
This paid position begins approximately January 2, 2019. This position will work for approximately 20 hours per week at a rate of $15 an hour.

**To Apply:**
Please send a written application marked “Administrative Office Support” via e-mail to: oeip-info@udel.edu. Please include the following in your application: a cover letter, resume, and contact information for two references.

This position will remain open until filled.

**About the Office of Economic Innovation and Partnerships (OEIP):** Since its formation in 2008 under the direction of former DuPont vice president for research and development, David Weir, OEIP works with UD’s faculty and students, the Delaware Economic Development Office, the Delaware Technology Park and numerous private sector companies, both large and small, to create a culture where innovation and entrepreneurship can thrive.

**About Spin In™:** The Spin In™ program teams undergraduate students and faculty mentors with entrepreneurs to develop early-stage technologies, which are “spun in” to UD for technology, marketing, and business development and then back out to the entrepreneur for commercialization.

For further information visit [http://www.udel.edu/oeip/](http://www.udel.edu/oeip/).

Employment offer 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.htm](http://www.udel.edu/aboutus/legalnotices.htm).