Evening Front Desk Coordinator/Receptionist
University of Delaware

The Evening Front Desk Coordinator/Receptionist is responsible for the oversight and coordination of the Center for Academic Success (CAS) building during evening hours. This position is focused on providing a welcoming environment to all visitors, students, staff and faculty.

Specific Duties include:

- Provide a welcoming environment to all visitors, students, staff, and faculty entering the building
- Manage/supervise all evening student staff on duty
- Train new student staff and coordinate substitutes
- Provide general customer service
- Manage emergency incidents
- Coordinate accommodations for students with disabilities
- Lock up the CAS building
- Provide clerical support to the regular full time office staff including, but not limited to, the development of informational materials regarding programming and activities
- Resolves routine questions, problems and refers more complex issues to the appropriate staff

Qualifications
Completion of high school diploma or equivalent required. Experience working with students/young adults. Requires routine problem solving and effective interpersonal skills. Ability to establish and maintain cooperative working relationships within a diverse, multi-cultural environment. Ability to screen telephone calls; visitors, and mail; ability to maintain and keep records. Ability to understand, interpret, and communicate procedures, policies, information, ideas and instructions. Basic word processing, spreadsheet and database computer applications knowledge. Must be willing and able to work consistent weekday evenings during the academic school year.

Specific Position Details:
Seasonal Part-time position Fall and Spring Semester. Must be available Monday thru Thursday from 5:00 p.m. to 10:00 p.m. weekly. This miscellaneous wage position does not include university benefits. Starting pay rate $11/hour. Office location: 148-150 South College Ave, Newark DE 19716.

Application Process: Please send resume and three professional references with names, telephone numbers and email to: Mrs. Sharon Mouton, mouton@udel.edu

Employment offers will be conditioned upon successful clearance 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 http://www.udel.edu/aboutus/legalnotices.html. For additional information regarding these positions please visit the UDJOBS website at www.udel.edu/jobs.