Office Operations Assistant
Position is a part-time role with up to 30 hours per week and the hourly rate will commensurate with relevant experience, targeted in the range of $15-$20/hr. Work hours from week to week might vary depending on event schedule with an average anticipated work week of about 30 hours.

BACKGROUND ON THE DELAWARE INNOVATION SPACE:
Delaware Innovation Space is a multi-dimensional, non-profit incubator & accelerator for science start-ups. It is the result of a public-private partnership between the State of Delaware, DuPont and the University of Delaware. Delaware Innovation Space is an ecosystem located at the Experimental Station in Wilmington, Delaware where scientists, business leaders, community members, investors, and service providers in the industrial biotech, advanced materials, chemical ingredients, renewable energy, nutrition and healthcare fields can build business concepts together and accelerate the path to commercialization.

CONTEXT OF THE JOB:
The Office Operations Assistant should possess multi-disciplined capabilities in the following areas: accountability and hands-on management of operational details, administrative and general office management, visitor coordination and welcome, site scheduling, stocking and ordering of breakroom and general supplies, vendor engagement and contract / expense management, special event planning and coordination, program data collection and analysis, report writing, and administrative support and oversight. Administrative support would include reception duties and direct support for the staff of the Delaware Innovation Space. This role will be seconded (put on-loan) from the University to the Delaware Innovation Space which is its own 501c3 non-profit organization.

MAJOR RESPONSIBILITIES:

- Hands-on support of day to day needs and operation of the Delaware Innovation Space.
- Accountable for cleanliness and order of common areas, conference rooms and collaboration areas to ensure in good working order and refreshments centers are adequately supplied.
- Supports special events and programs. Engages needed resources in support of the event through contracting and influence management
- Maintains database for tracking events, provides analyses as requested by DISI staff.
- Provides ongoing administrative and office support to Delaware Innovation Space team and its clients.
- Maintains close relationships with DISI staff; works with the team to prioritize work requests and needs.
- Collects and analyze data in support of programs and develops reports to summarize information.
- Serves in a back-up capacity where required to ensure necessary team coverage.
- Coordinates events, including site security, reservations, catering, collateral, equipment, signage, and hotel and transportation arrangements for guests. Ensuring that operations are in accordance with DISI goals and objectives and Experimental Station security protocols.
- Escorts vendors and visitors onsite ensuring that operations are in accordance with Experimental Station security protocols.
- Oversees mail and package delivery for Delaware Innovation Site in coordination with Experimental Station.
- Makes regular supply purchases for DISI common areas, coffee supplies and for DISI events through either online ordering or by making purchases at BJs or grocery store.
- Other duties as assigned by the Delaware Innovation Space leadership team that support organization and its team members.
EDUCATION, EXPERIENCE AND ABILITIES:

- Bachelor’s degree preferred but not required.
- 5 years or more relevant experience.
- Strong team player
- Ability to multi-task and be flexible
- Excellent computer skills including proficiency in MS Word, Excel, and PowerPoint as well as SharePoint.
- Strong communication skills both verbal and written
- Ability to work effectively with a wide range of constituencies in a diverse community.
- Core Competencies: Analysis and Judgement, Communicating with Impact, Engagement, Teamwork/Collaboration, Strong Computer Skills, Delivering Results, and Embracing Change.
- Ability to lift and handle objects up to 35lbs.
- This position must possess and maintain a current, valid driver’s license, reliable transportation and current insurance.
- May require some evening and/or weekend hours.

To apply, please send your resume, references and a cover letter describing your experience and how it relates to the job specification above, to Jen Courtney at jen@deinnovates.org.

This is a part-time position with no University of Delaware benefits. 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 and Women. The University's Notice of Non-Discrimination can be found at http://www.udel.edu/aboutus/legalnotices.html