

## **University of Delaware** **Position Description**

**Job Title:** Academic Administrative Assistant (Part-time)

**Pay:** \$17.00-\$20.00 per hour based on experience

**Title of Supervisor:** Business Administrator II

**Department:** Associates in Arts Program

**College/Admin Office:** College of Arts and Sciences, Associate in Arts Program

**Location:** Georgetown, Delaware

### **CONTEXT OF THE JOB:**

The Associate in Arts Program (AAP) is housed within the College of Arts & Sciences and currently consists of 27 continuing track and temporary faculty, 50 adjunct faculty, 6 administrative and professional staff, and approximately 850 undergraduate students. The AAP operates from multiple sites across the state in Wilmington, Dover, and Georgetown.

**The primary office for this position is located in Georgetown, Delaware.**

Under the direction of the Department Business Administrator (BA) and in coordination with the Faculty Coordinator, Academic Program Coordinator and Program Director, the **Academic Administrative Assistant** is responsible for supporting the departmental academic programs and a wide range of department, faculty, and staff operational needs and activities. The Academic Administrative Assistant interacts with and supports faculty, students, College and University administrators, and alumni to support the mission and goals of the Department(s), College, and University and to advance departmental teaching, service, and research objectives.

### **MAJOR RESPONSIBILITIES:**

- Assists with the daily operations of the Associate in Arts Program (AAP) including:
  - Serve as first point of contact for students, faculty and visitors of the Georgetown location of AAP. Direct inquiries and respond in a timely and appropriate manner. Provides administrative support for the Business Administrator, Faculty Coordinator, Program Director and faculty, as needed.
  - Responsible for other operational needs within the department, such as telephone billing and maintenance, supply maintenance and standard equipment maintenance, donor acknowledgement letters, exam copying coordination, departmental mail, and records retention and filing needs.
  - Assists with maintaining the Department's undergraduate files including but not limited to course syllabi, course descriptions, curriculum changes, enrollment records, and schedule records. Supports faculty requests for UDSIS information regarding student academic issues and for referencing unofficial transcripts.
  - Aids with processing AAP payroll for student workers and miscellaneous wage employees. Assist with data entry, and financial operations as necessary including ordering office supplies.
  - Provides administrative support for internal communications, including internal audiences, and routine correspondence with faculty, staff, and students. Liaise with

- the CAS Communications Team to access communications services.
- Attends and take notes at departmental committee meetings for the undergraduate programs.
- Assists with special projects and performs miscellaneous administrative job-related duties as assigned
- Works closely and collaboratively with the Georgetown Faculty Coordinator, Business Administrator and AAP Academic Support team to support the academic program in our Georgetown location. Assists with departmental course scheduling, and inputting course data into UDSIS. Assists in the resolution of conflicts between departmental courses and with courses outside the department that are part of the departmental curriculum. Assists with updating students' files and records. Checks various forms for accuracy such as grade checks, overload petitions, and curriculum changes; assists students in the completion of required forms that may contain confidential information.
- Provides administrative support for events for AAP functions and special events, such as speaker series, student recruitment events and convocation, in coordination with other AAP and College staff. Assists with coordinating undergraduate New Student Orientation.

#### **QUALIFICATIONS:**

- High school diploma or GED, associate degree in business administration preferred, or a related discipline and 2 years of job-related work experience, or an equivalent combination of education and experience.
- Excellent written and oral communication skills.
- Must be detail-oriented, organized and able to manage multiple tasks and objectives.
- Must be proficient in Microsoft Word & Excel.
- Ability to be flexible and manage time to meet job requirements.
- Ability to manage multiple objectives by successfully prioritizing time and resources.
- Ability to maintain a strict level of confidentiality.
- Demonstrate ability to work independently and work effectively as part of a team.
- Knowledge of university systems preferred.

#### **SPECIAL REQUIREMENTS:**

Position will work in-person 25-29 hours per week from our Georgetown, Delaware location. Work hours will be scheduled within the department's operating hours of 8:00AM-5:00PM Monday-Thursday. This is a part-time, unbefited position.

May be occasionally requested to support our Dover, Newark and Wilmington AAP location for special events and circumstances. Availability Monday-Thursday 8:00AM-5:00PM. Resumes should be sent via email to Jissell Martinez ([jissell@udel.edu](mailto:jissell@udel.edu)).