



UNIVERSITY OF DELAWARE
HEALTH SCIENCES

POSITION: Academic & Administrative Associate

LOCATION: Department of Medical and Molecular Sciences, Willard Hall

PAY: \$20-\$25/hour commensurate on experience

Hours: 18-28

Context of the Job:

We are looking for a bright and motivated individual to join the Department of Medical and Molecular Sciences Administrative Team. We are willing to train the applicant with the aptitude and desire to learn new systems and skills. Under the supervision of the Business Administrator I, the Academic & Administrative Associate will serve as a resource for the Department of Medical and Molecular Sciences. This is an excellent opportunity to join the UD workforce. This is a part-time, non-benefitted position (18-28 hours per week).

Major Responsibilities:

- Provide a wide range academic and administrative support to the department of Medical and Molecular Science.
- Assist with the organization and implementation of departmental events, such as student recruitment events and tours, student orientation, affiliate meetings, fundraising activities, special lectures/speakers, Laboratory Professionals Week, etc.
- Assist with the development of marketing materials such as flyers for courses and programs, review of images and content for department websites.
- Assist with course scheduling and student registration.
- Serve as UD credit card department support to include all aspects of the credit card administration, including completing credit card request forms for new employees, cancelling cards, ensuring proper documentation of expenses, verifying allowable transactions for grants as necessary and saving documentation to electronic shared drives.
- Maintain and update documents and spreadsheets required for record keeping, using strict confidentiality for sensitive data.
- Demonstrate competency with MS Office, Teams, and Google applications for data entry, creating reports, sending emails, and other administrative operations.
- Performs other academic and administrative duties as assigned.

Qualifications:

- High school diploma or GED with two to three years of experience in an administrative or financial capacity, or an equivalent combination of education and experience.
- Proficiency with MS Office Suite, Google Suite, and MS Teams.

- Excellent organizational and customer service skills.
- Effective communication and interpersonal skills. Ability to interact well with people of diverse backgrounds.
- Ability to work independently with limited supervision.
- Ability to prioritize work requirements and handle multiple assignments concurrently.

Working Agreement:

The Business Administrator I will work with the candidate to develop a working schedule which would be in-person 3-4 days per week. Total hours per week may vary between 18-28, depending on needs of the department.

Contact Information: Please email cover letter and resume to jcwilson@udel.edu (Jackie Wilson, CHS Director of Business Operations).