

Job Title: Administrative Assistant

Anticipated Start Date: 07/01/2026 or as soon as possible

Estimated Pay: \$18.00 per hour

Schedule: Monday – Friday – Approximate Hours 25-30 week

Campus/Location: Carvel Research and Education Center – Georgetown DE

Position Summary:

The Administrative Assistant provides clerical and organizational support to ensure efficient daily operations. This position serves as a primary point of contact for staff, faculty, students, and visitors, and is responsible for handling a variety of administrative tasks with professionalism and attention to detail.

Key Responsibilities:

- Provide general office support including answering phones, responding to emails, and greeting visitors.
- Schedule and coordinate meetings, appointments, and events.
- Prepare, edit, and distribute correspondence, reports, and other documents.
- Maintain files, records, and databases with accuracy and confidentiality.
- Assist with purchasing, travel arrangements, and processing expense reports.
- Monitor office supplies and place orders as needed.
- Support faculty, staff, and students with administrative needs and special projects.
- Perform miscellaneous job-related duties as assigned.

Qualifications:

- High school diploma or equivalent required; associate’s degree or office administration training preferred.
- Prior administrative or office support experience, preferably in a university or similar environment.
- Proficiency with Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and comfort learning new systems.

- Strong organizational, time-management, and communication skills.
- Ability to manage multiple priorities, meet deadlines, and work both independently and as part of a team.
- Professional demeanor and commitment to providing excellent customer service.

Application Review: June 2 -June 5, 2026

Interviews: June 15 – 18, 2026

Offers Extended: June 22 – 24, 2026