

Administrative Assistant, Miscellaneous Wage

College of Agriculture and Natural Resources

The UDairy Creamery and Newark Farm within the College of Agriculture and Natural Resources is seeking a part-time administrative assistant to support operations. This position is not eligible for benefits and may work up to 29.5 hours per week dependent on business needs.

CONTEXT OF THE JOB:

Under the general supervision of the Senior Business Administrator, this position provides a range of administrative and fiscal support services for the UDairy Creamery and Newark Farm, as well as other related agricultural operations. This role will assist with purchasing, travel reimbursements, financial tracking, and HR processing tasks. It is ideal for someone who thrives in a dynamic, agriculture-based environment.

MAJOR RESPONSIBILITIES:

- Serve as a Concur delegate and assist with the processing of travel and reimbursement transactions, ensuring compliance with university policies.
- Assist with UD Exchange requisitions, including placing and tracking orders, managing receipts, and ensuring proper funding sources are used.
- Support financial operations by helping to track expenses, organize receipts, process transmittals, and maintain records.
- Assist with HR administrative tasks such as JED entry, additional assignments, separations, and timesheet tracking for part-time employees.
- Perform miscellaneous job duties as assigned.

QUALIFICATIONS:

- High School diploma or GED with two years of administrative or office experience; associate's degree preferred.
- Experience with University of Delaware systems (Concur, UD Exchange, PeopleSoft, UDeposit) is highly desirable.
- Intermediate to advanced skills in Microsoft Word, Excel, and Google Suite.
- Excellent organizational and communication skills; attention to detail and ability to handle confidential information.
- Ability to manage multiple tasks in a fast-paced environment, meet deadlines, and work independently and collaboratively.
- Commitment to a workplace culture of belonging.

TO APPLY:

Please send a resume and cover letter to Brooke M. Uhde, Senior Business Administrator, at buhde@udel.edu.

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