

JOB TITLE: Administrative Assistant, Miscellaneous Wage

ANTICIPATED START DATE: ASAP

ESTIMATED PAY: \$15.00 - \$20.00 per hour, commensurate with experience

SCHEDULE: Preferred hours are 10:00 AM – 2:00 PM, Monday–Friday (in-office); with potential flexibility in scheduling

LOCATION: Department of Plant and Soil Science

College of Agriculture and Natural Resources

Townsend Hall, 531 S. College, Ave. Newark, DE 19716

CONTEXT OF THE JOB:

The Department of Plant and Soil Sciences in the College of Agriculture and Natural Resources is seeking a part-time miscellaneous wage Administrative Assistant to provide general office and administrative support. Under the general supervision of the Business Administrator II, this position supports daily departmental operations and assists faculty, staff, and leadership with a wide range of administrative and clerical tasks. This role requires a regular on-site presence to support in-office operations, with a schedule coordinated to meet departmental needs. The position requires flexibility, organization, attention to detail, and the ability to manage multiple priorities in a fast-paced academic environment.

ROLE DESCRIPTION:

- Provide general administrative and office support to department staff, faculty, and leadership, including but not limited to scheduling, correspondence, document preparation, filing, and record maintenance.
- Assist with financial and administrative processes, including expense tracking, reimbursements, purchasing requests, and allocation of charges in accordance with University policies and procedures.
- Support routine office operations such as ordering supplies, managing mail and deliveries, arranging travel and meetings, reserving conference rooms, copying materials, and handling special projects or mailings.
- Provide assistance with departmental resources and assets, including coordinating shared equipment or vehicle usage, scheduling, basic recordkeeping, and allocating related charges as appropriate.
- Perform other related duties and projects as assigned to support departmental needs.

QUALIFICATIONS:

- High School diploma or GED with two years of relevant experience.
- Familiarity with University of Delaware administrative systems is preferred, including but not limited to Concur, UD Exchange, UD DataGlance, UD Workforce, and UDSIS.
- Knowledge of University policies, procedures, and web forms is preferred.
- Intermediate to advanced computing skills in Microsoft Word, Excel and Google Suite
- Ability to prioritize and manage deadlines for a variety of projects that must be completed concurrently and make independent decisions and judgments in keeping with the level of the position.
- Dedication, self-motivation, and a willingness to learn new skills while handling a variety of responsibilities, with excellent organizational skills, and attention to detail.
- Ability to communicate and interact well with people of all ages and diverse backgrounds.
- Commitment to fostering a workplace culture of belonging, where diversity is celebrated, and equity is a core value.

TO APPLY: If you are interested in this role, please send a copy of your resume and a cover letter to Amanda Stamos, Business Administrator, via email at astamos@udel.edu.

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.htm>