

Job Title: Part Time Miscellaneous Wage, Administrative Assistant/Financial Processor
Schedule: 25 wk., in person/on-campus.
Estimated Pay: Commensurate with experience
College: College of Agriculture and Natural Resources
Department: Animal and Food Sciences
Reports To: Department Business Administrator
Location: South Campus, Townsend Hall, Rm 044, 531 So. College Ave., Newark,
To apply: Please send a cover letter, resume, and two references to Gerri Melascaglia
(mgerri@udel.edu) Applications will be reviewed on a rolling basis until filled.

Context of the Job

Under limited supervision of the Business Administrator of the Department of Animal and Food Sciences (ANFS), the Administrative Assistant will be expected to independently execute the duties of this position providing financial and administrative support. The principal responsibilities of this position encompass financial processing for an assigned group of faculty/PIs, and other related administrative duties as assigned. This position demands resourceful problem-solving, tact, multitasking in a high-paced and complex environment, and the ability to maintain confidentiality.

The Department of Animal and Food Sciences is a vibrant and growing department whose programs cover a wide range of scientific disciplines that support the safe and economical production of domestic livestock animals and quality foods, as well as the care, health, and use of companion animals. In the field of animal science, disciplines include virology, physiology, nutrition, microbiology, immunology, molecular biology, engineering, biochemistry, genomics, and animal management. In food science, ANFS covers the disciplines of food safety (microbiology), chemistry and engineering, as well as the culinary aspects of food. The department consists of ~25 faculty, instructors, and adjuncts, as well as several scientists and laboratory managers, researchers and visiting scholars, graduate students, and an administration team primarily located in Newark, and additionally in Georgetown, DE.

RESPONSIBILITIES

Provide administrative and financial processing support to an assigned group of faculty by,

- Processing travel requests and expenses and goods and services expenses (<\$5000) through Concur, ensuring appropriate supporting documentation and compliance with University policies and procedures. Reconcile accounts monthly and execute journal vouchers through Web Forms as needed.
- Process goods and services purchases, service contracts (>\$5000 and punchout orders) through UDEExchange ensuring appropriate supporting documentation (quotes, purchase orders [POs], invoices, . . .) and compliance with University policies and procedures. Reconcile accounts monthly and execute journal vouchers through Web Forms as needed.
- Initiating expense justification and receipt of goods forms according to Department procedures and protocols.

Manage portfolios for an assigned group of faculty/PIs,

- which includes monitoring expenditures vs. budgets, allowables vs. unallowable according to award specifications using Udataglance, Excel, and Google Sheets.
- Process and manage grant subawards through UDExchange for sponsored programs.
- Coordinate data compilation, information, execution, and creation of complex Department reports for each of the assigned areas for the Department Business Administrator.

Other

- Maintain Team Share and hard copy file systems in accordance with the Department's standard operating procedures, sponsor guidelines, and College and University protocols.
- Assist with development, planning, and coordination of events, marketing initiatives, website updates, and content management of the Department's hallway monitors and bulletin boards, as assigned.
- Participate in the annual update of the Department's resource guide.
- Prepare and manage sensitive and confidential information.
- Complete other duties as assigned.

QUALIFICATIONS

- High school diploma, Associate's degree preferred, and five years of office administration experience, or equivalent combination of education and experience.
- Extensive knowledge of office practices and procedures.
- Ability to work as a team player and help provide support during events and/or activities when necessary.
- Effective oral and written communication skills with the ability to communicate and interact well with people of all ages and diverse backgrounds internal and external to the University community.
- Effective organizational and prioritization skills, exceptional attention to detail, and excellent proofreading skills.
- Strong analytical and critical thinking skills and the ability to analyze, interpret, summarize, and effectively present data.
- Ability to grasp, retain, and disseminate an extensive and varied body of information with the ability to exercise sound judgment and employ effective decision-making skills.
- Ability to oversee multiple assignments concurrently while meeting deadlines with the capability of adapting to rapidly changing environments.
- Ability to keep sensitive material and information confidential.
- Advanced proficiency with Microsoft Office and Google Drive applications; knowledge of web-content management software is desired.
- Knowledge of University policies and procedures preferred.
- Demonstrates an understanding and consideration of the differing needs and concerns of individuals with varying identities, cultures, and backgrounds.
- Committed to fostering a workplace culture of belonging, where diversity is celebrated, and equity is a core value.