

**Job Title:** Administrative Assistant

**Anticipated Start Date:** Immediate

**Estimated Pay:** \$25 per hour commensurate with experience; part-time non-benefitted position

**Schedule:** This position requires on-site work three days per week, currently Monday, Thursday, and Friday. Schedule may be adjusted as needed to ensure adequate departmental coverage (23-25 hours per week)

**Location:** 101 Smith Hall, 18 Amstel Ave, Newark, DE 19716

### **Context of the Job:**

The Department of Computer & Information Sciences at the University of Delaware invites applications for a part-time Administrative Assistant on the Newark campus.

The Administrative Assistant provides essential support for the day-to-day administrative operations of the Department and serves as the first point of contact for faculty, students, staff, and visitors. As the front-line representative of the Department, professionalism, reliability, and consistent on-site presence are critical to success in this role.

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### **Key Responsibilities:**

- Serve as the first point of contact for the Department, greeting and assisting visitors in a professional and courteous manner
- Maintain, update, and purge departmental files for students and alumni in accordance with record retention guidelines
- Coordinate and process travel arrangements for faculty, students, and visitors in compliance with University policies
- Prepare and submit reimbursement requests for research faculty using Concur, ensuring accuracy and policy compliance
- Assist graduate students with Concur expense reports and supporting documentation
- Process purchasing transactions and place orders for faculty and staff using UD Exchange in accordance with procurement procedures
- Coordinate logistics for departmental meetings, activities, and events
- Prepare, edit, and maintain documents, spreadsheets, and presentations using Microsoft Office and/or Google Workspace
- Support course scheduling activities in collaboration with the Undergraduate Advisor
- Provide administrative support to the department chairperson, business administrator, and staff on an as-needed basis
- Perform additional duties as assigned based on operational needs

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### **Minimum Qualifications:**

- High school diploma or GED required; associate's or bachelor's degree preferred
- Demonstrated reliability, punctuality, and ability to maintain a consistent on-site schedule

- Strong written and verbal communication skills
  - Excellent interpersonal and customer service skills
  - Proficiency in Microsoft Office applications (Word, Excel, PowerPoint) and Google Workspace
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**Preferred Qualifications:**

- Prior experience in an administrative support role
  - Experience with Concur and/or procurement systems (e.g., UD Exchange)
  - Experience working in a higher education environment
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**Additional Information:**

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/affirmative action employer and Title IX institution. For the University's complete non-discrimination statement, please visit [Legal Notices | University of Delaware](#)

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**Application Instructions:**

For consideration, please submit a cover letter and resume, along with contact information for three professional references, to: **Mayra Ortiz, [ortizm@udel.edu](mailto:ortizm@udel.edu)**