



234 HULLIHEN HALL
NEWARK, DE 19716
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POSITION: Financial, Academic, & Administrative Associate

LOCATION: The Graduate College, HULLIHEN HALL

PAY: \$20-\$25/hour commensurate on experience

HOURS: 18-28

Context of the Job:

We are looking for a bright and motivated individual to join the Graduate College Team. We are willing to train the applicant with the aptitude and desire to learn new systems and skills. Under the supervision of the Associate Business Officer, the Financial, Academic, & Administrative Associate will serve as a resource for the Graduate College. This is an excellent opportunity to join the UD workforce. This is a part-time, non-benefitted position (18-28 hours per week).

Major Responsibilities:

- Provide a wide range of financial, academic and administrative support to the Graduate College.
- Assist with working with approvals in Concur for graduate students
- Assist with approving GSCRF's and SFAF's in UD Webforms
- Assist with tracking graduate student travel awards and applications
- Maintain and update documents and spreadsheets required for record keeping, using strict confidentiality for sensitive data.
- Demonstrate competency with MS Office, Teams, and Google applications for data entry, creating reports, sending emails, and other administrative operations.
- Performs other academic and administrative duties as assigned.

Qualifications:

- High school diploma or GED with two to three years of experience in an administrative or financial capacity, or an equivalent combination of education and experience.
- Proficiency with MS Office Suite, Google Suite, and MS Teams.
- Excellent organizational and customer service skills.
- Effective communication and interpersonal skills. Ability to interact well with people of diverse backgrounds.
- Ability to work independently with limited supervision.
- Ability to prioritize work requirements and handle multiple assignments concurrently.

Working Agreement:

The Associate Business Officer will work with the candidate to develop a working schedule which would be in-person 3-4 days per week. Total hours per week may vary between 18-28, depending on needs of the department.

Contact Information: Please email cover letter and resume to dhannah@udel.edu (David Hannah, Associate Business Officer).