

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:

The University of Delaware Graduate College seeks a part-time Miscellaneous Wage employee to support financial and administrative operations. Reporting to the Associate Business Officer, this role assists with budget monitoring, financial analysis, procurement, compliance, and operational support for graduate programs, student funding initiatives, and college operations. The position requires strong organizational, analytical, and communication skills, along with professionalism, discretion, and the ability to work collaboratively in a fast-paced environment. 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:

- Bachelor's degree in business administration, management, accounting, or related field and two years related experience.
- Skill in preparing budgets and forecasting. Analytical and problem-solving skills that facilitate the interpretation of budgetary and financial information.
- Proficient computer skills and experience using spreadsheet, charting, and other software tools, such as Microsoft Word, Excel, PowerPoint, Access, and Outlook. Excel proficiency required.
- Strong interpersonal and communication skills with the ability to work effectively with a wide range of constituencies in a diverse community.

- Effective organizational skills and attention to detail with the ability to prioritize and handle multiple tasks.
- Demonstrated analytical, critical thinking and decision-making skills.
- Familiarity with UD accounting system and PeopleSoft financials is preferred.
- Ability to exercise judgment and discretion, especially with regards to sensitive or confidential personnel or organizational matters.

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).