

Job Title: Miscellaneous Wage Administrative Assistant

Anticipated Start Date: Immediate

Estimated Pay: \$20-\$25 commensurate with experience and skills, part-time non-benefitted position

Schedule: TBD 30 hours per week; must be in person 3 days.

Location: Lerner College

Context:

Under the general direction of the Department Chair the principal responsibility of this position is anticipating, coordinating, and executing annual academic, recruiting, public relations, and development activities for the Accounting and MIS Department. As such, this position demands resourceful problem solving, tact, approachability, and the ability to maintain confidentiality.

Responsibilities:

General Support for faculty and students

- Coordinate and submit department course schedule.
- Provide course registration support for students
- Organize student and adjunct faculty onboarding.
- Work with the international office to support international faculty, including filing necessary evidentiary forms and letters.
- Determine needs and personally handle routine inquiries, requests, or problems; gather, request, or provide factual information requiring reference to a variety of sources such as explaining procedures, schedules, or gathering product information including verbal and written activities.
- Arrange internal and external meetings and appointments for faculty members by scheduling times, reserving rooms, and coordinating activities using sound judgment concerning priorities and time limits.
- Assist with the Promotion and Tenure process, soliciting and collecting letters from external reviewers. Make travel arrangements (hotel reservations as well as transportation to and from destinations) for department visitors.
- Engage with student groups to support their missions.
- Primary timekeeper for UD Workforce. Submits time reports and adjusted time sheets as needed for misc. wage and student workers.

Financial and Reporting Support

- Prepares and handles highly sensitive, confidential information on behalf of the Chairperson
- Provide short-form budget reports to Chair. Support faculty with Concur reporting, write S-contracts (after workload analysis and consultation with chair)
- Maintain an electronic file of the faculty biographical data forms.

- Maintain folders with faculty syllabi and faculty CVs.
- Assist faculty and visitors with their expense reports for reimbursement.

Other Responsibilities

- Engage with social media platforms to announce departmental news.
- Contact alumni using LinkedIn. Collect department newsletter items and post when appropriate.
- Participate in fundraising support at the department level.
- Serve as back-up during the absence of other faculty support staff members.
- Other duties as assigned

Qualifications

- Minimum of a HS diploma or GED, some college preferred
- Ability to work as a team player and help provide support during events and/or activities when necessary
- High attention to detail
- Effective oral and written communication skills with the ability to communicate and interact well with faculty, students, and staff.
- Proven ability to exercise discretion, confidentiality and judgement
- Proficiency with Microsoft Office (more advanced knowledge of Excel is a plus), Adobe Acrobat, social media and web platforms
- A growth mindset with a willingness to learn new systems
Knowledge of principles and practices of office operations

To apply: please send your resume, cover letter and contacts for two references to:
Dr. Carolyn Levine, clevine@udel.edu.