

Job Title: Miscellaneous Wage, Military Science Administrative Assistant

Anticipated Start Date: Immediate

Estimated Pay: \$17.00-\$20.00 commensurate with experience; part-time non-benefitted position

Schedule: To be discussed during interview; approximately 25-28 hours a week; must be in person a minimum of three days a week

Location: 314 Wyoming Road, Newark, DE 19716

Context of the Job

Under the general supervision of the Program Coordinator for College of Arts and Sciences (CAS) Centers and Programs and the Department of Military Science Director(s), the Administrative Assistant performs complex clerical and administrative support duties, including the compilation of data and generation of routine reports. Collaboration and coordination with the Army is imperative. Serves as the single point of contact for proper ceremonial, VIP and outside organizations working with the AROTC. Liaison between the Army, University, Alumni, and City of Newark and the surrounding communities for a variety of events and ceremonies helping to bolster awareness and exposure of the University, AROTC and the Army through newsletters and various communications.. The principal emphasis is on performing a variety of administrative functions and duties for which independent judgment is required in handling confidential and non-routine matters.

Responsibilities

- Acts as a department receptionist, greeting all students and visitors and answering and directing incoming calls to the appropriate individual.
- Maintains department calendar to include all military leave, temporary duty assignments, deployments and AROTC student activities.
- Acts as department liaison for UD departments and a resource on questions of UD policy and procedures.
- Counsels students and instructors on ROTC class credits and enrollment procedures while also following FERPA guidelines and policies related to student records and confidentiality.
- Responsible for UD catalog listings, course evaluations as well as course scheduling and room schedules for the fall and spring terms; works with sponsored universities to ensure that the classes are in their catalog on time.
- Tracks enrollment and cadet registration into the Military Science classes at the University of Delaware and the sponsored colleges.

- Ensures appropriate submission of grades to UD as well as sponsored universities.
- Partners with CAS Financial Operations regarding departmental budget needs and Concur processing.
- Partners with CAS operational teams to assist with University on-boarding and out-processing of military members; IDs, parking, keys, email accounts, phone service, etc.; travel arrangements for special guests and speakers; reimbursement requests for travel expenses.
- Coordinates the use of the University facilities for special functions; assists with planning and coordination of department ceremonies such as Dining Out, Awards and Commissioning ceremonies.
- Maintains Alumni database and uses the database for career day or ideas for speakers.
- Performs miscellaneous job-related duties as necessary.

Qualifications

- Minimum of HS diploma or GED, some college preferred
- Proficiency with Microsoft Office Suite (Word, Excel, Outlook) and Zoom
- Knowledge of principles and practices of office operations
- Three years of administrative experience preferred
- Ability to use effective communication and interpersonal skills to provide exceptional customer service
- High attention to detail and organizational skills
- Ability to be flexible, manage time productively, and work independently.
- Proven ability to exercise discretion, confidentiality, and judgment.
- Ability to respond well to changing priorities and urgent situations.

To apply:

Please send a cover letter, resume, and two references to Tracy Jentsch (jentsch@udel.edu). Applications will be reviewed on a rolling basis until filled.