

**University of Delaware**

**Position: Administrative Assistant**

**Location: Biden School of Public Policy & Administration**

**Pay Range: \$20.00- \$24.00**

**Context of position:**

Under the direct supervision of the Business Administrator II, the Office Administrative Assistant will support the activities of the finance and administration teams within the Biden School Dean's Office. Individuals applying to this position must be able to anticipate the needs, develop solutions, work independently, and make recommendations to optimize the activities related to the school's visitor experience. Initiative, computer literacy and excellent customer service skills are required. Under the general direction of the Business Administrator II, this position will support the overall administration of the Biden School Dean's Office performing administrative duties as follows:

- Provide front office coverage. Greet and direct students, members of the UD community and guests. Receive and direct phone calls and respond in a timely and appropriate manner. Provide general information about the Biden School and resolve questions and problems when appropriate. Interact with tact, poise and professionalism.
- Assists and supports the dean's office staff with daily operations and administration.
- Assists with data entry related tasks.
- Assists Finance team with invoicing and payments.
- Process Journal Vouchers, Payments to Individuals, Honorarium, Student Account Credit forms, and other miscellaneous payment processes.
- Perform routine and non-routine clerical or records processing duties while ensuring confidentiality.
- Maintains files and other documents, proofs and prepares documents, and assists with special projects and events.
- Supply ordering using UD Exchange.
- Special event and meeting room reservations using 25Live.
- Provides clear and effective written and verbal communication to a wide range of individuals and groups.
- Additional duties and responsibilities will be assigned by the Business Administrator II based on evolving priorities and workload needs.

**Qualifications:**

- High school diploma or GED. Two years' experience in an administrative assistant capacity preferred.
- Ability to work independently.
- Proficiency using Microsoft Office 365 including Outlook, Word, Excel, SharePoint, Teams, Planner, Forms, etc.
- Ability to manage multiple objectives by successfully prioritizing time and resources.
- Ability to communicate effectively and interact well with diverse individuals from a wide range of backgrounds including students and their families, UD employees, and community members.
- Ability to maintain a strict level of confidentiality.

- High accuracy, attention to detail and the ability to prioritize and adapt to the unit's
- changing needs.

Working Conditions: A consistent weekly work schedule is required. Work hours will be scheduled within the department's normal operating hours of 9:00am- 4:00pm, Tuesday through Friday. The total number of hours worked per week will be up to 29.5 hours. This is a part-time, unbenefited position.

To apply: Email resume to James Bell (bellj@udel.edu), Business Administrator II