



POSITION TITLE: VDC Operations Assistant (Part-time)

SUPERVISOR TITLE: Administrative Assistant III

CONTEXT OF THE JOB:

Horn Entrepreneurship serves as the University of Delaware's creative engine for entrepreneurship education and advancement. Built and actively supported by successful entrepreneurs and thought leaders, Horn Entrepreneurship empowers aspiring innovators and entrepreneurs as they pursue new ideas for a better world.

Under the supervision of the Administrative Assistant, the Venture Development Center (VDC) Operations Assistant provides support to the VDC operations and events planning and execution across Horn Entrepreneurship's programming platforms, including academic, enrichment, venture support & commercialization and youth offerings. As part of the Horn Entrepreneurship team, the VDC Operations Assistant works in a fast-paced, purpose-driven and dynamic environment.

This is a part-time, professional position with no University of Delaware benefits. The position is expected to work up to 15 hours per week with flexible scheduling options. Some work outside of normal business hours for evening and weekend events may be required.

MAJOR RESPONSIBILITIES:

- Maintain a comprehensive awareness of all Horn Entrepreneurship personnel, offerings and events.
- Provide VDC front desk and reception coverage, greeting visitors, offering tours, answering/directing telephone calls and responding to program email.
- Facilitate and support execution of classes and events hosted at the VDC, mainly on catering order, guest parking arrangements, and other special needs.
- Assist the Administrative Assistant in managing VDC's master calendar, providing VDC scheduling assistance, informing students of guidelines for their activities, and enforcing policy guidelines, as appropriate and necessary.
- Assist the Administrative Assistant with ordering VDC supplies and supply requests from staff and faculty using UDX. (University of Delaware Exchange system)
- Provide clerical support for teachers and staff, including the production of printed classroom materials and marketing materials as well as media support for VDC operations.
- Ensure the general cleanliness of the VDC and work with maintenance, IT and other issues to the Administrative Assistant and Business Administrator.
- Produce daily attendance reports and save them on the share drive.
- Manage in-bound and out-going mail as well as the distribution of physical items from the front desk.



- Perform other job-related duties as assigned.

QUALIFICATIONS:

- Minimum high school diploma or GED and two years' experience working in an office setting.
- Strong written and oral communication skills, including the ability to communicate and interact well with people of all ages and diverse backgrounds.
- Excellent attention to details and organizational skills required.
- Ability to juggle several activities concurrently and re-prioritize; ability to successfully adapt to rapid change.
- Passion for entrepreneurship is required.
- Must demonstrate proficiency in utilizing basic office software, including Microsoft Office, Google apps and virtual conferencing tools such as Zoom.
- Special requirement: Ability to work a (somewhat) flexible schedule, as the responsibilities of the position may require some participation in evening and weekend activities.

APPLICATION PROCESS & TIMELINE:

Submit a one-page cover letter and your resume along with the name, email address and telephone number of at least three references to Horn Program at hornprogram@udel.edu. This position will remain open until it is filled. Applications will be reviewed on a rolling basis, beginning Monday August 18, 2025.