University of Delaware
Position Description

Job Title: Academic Administrative Assistant (Part-time)
Pay: $17.00-$20.00 per hour based on experience
Title of Supervisor: Sr. Business Administrator
Department: Various
College/Admin Office: College of Arts and Sciences
Location: Newark, Delaware

CONTEXT OF THE JOB:

The College of Arts and Sciences (CAS) at the University of Delaware is nationally recognized for its exceptional educational experiences and for integrating instruction, research, and public engagement. With 24 academic departments in the arts, humanities, social sciences, and natural sciences, more than 25 centers, programs, and institutes, and featuring outstanding research and teaching facilities, CAS serves over 7,500 students, is supported by approximately 400 staff, and maintains annual operating expenditures of over $121M. The College’s 600 faculty members emphasize the enduring value of an arts and sciences education and a deep commitment to excellence in scholarship and all forms of creative and intellectual expression, with sponsored research expenditures totaling more than $38.6M per fiscal year.

Under the direction of the Senior Business Administrator (Sr. BA) and in coordination with the Department Chair, the Academic Administrative Assistant is responsible for supporting the departmental academic programs and a wide range of department, faculty, and staff operational needs and activities. The Academic Administrative Assistant interacts with and supports faculty, students, College and University administrators, and alumni to support the mission and goals of the Department(s), College, and University and to advance departmental teaching, service, and research objectives.

MAJOR RESPONSIBILITIES:

• Assists with the daily operations of the department including:
  o Serve as first point of contact for students, faculty and visitors. Direct inquiries and respond in a timely and appropriate manner. Provides administrative support for the Department Chair and faculty, as needed.
  o Responsible for other operational needs within the department, such as telephone billing and maintenance, supply maintenance and standard equipment maintenance, donor acknowledgement letters, exam copying coordination, departmental mail, and records retention and filing needs.
  o Assists with maintaining the Department’s undergraduate files including but not limited to course syllabi, course descriptions, curriculum changes, enrollment
records, and schedule records. Supports faculty requests for UDSIS information regarding student academic issues and for referencing unofficial transcripts.

- Aids with processing department payroll for student workers and miscellaneous wage employees. Assist with data entry, and financial operations as necessary including ordering office supplies.
- Provides administrative support for internal communications, including internal audiences, and routine correspondence with faculty, staff, and students. Liaise with the CAS Communications Team to access communications services.
- Attends and take notes at departmental committee meetings as needed.
- Assists with special projects and performs miscellaneous administrative duties as assigned.

- Works closely and collaboratively with the Department Chair and Sr. Business Administrator to support the academic program of the department. Assists with departmental course scheduling, and inputting course data into UDSIS. Assists in the resolution of conflicts between departmental courses and with courses outside the department that are part of the departmental curriculum. Assists with updating students’ files and records. Checks various forms for accuracy such as grade checks, overload petitions, and curriculum changes; assists students in the completion of required forms that may contain confidential information.
- Provides administrative support for events and special events, such as speaker series, student recruitment events and convocation, in coordination with the College Events staff. Assists with coordinating undergraduate New Student Orientation.

QUALIFICATIONS:
- High school diploma or GED, associate degree in business administration preferred, or a related discipline and 2 years of job-related work experience, or an equivalent combination of education and experience.
- Excellent written and oral communication skills.
- Must be detail-oriented, organized and able to manage multiple tasks and objectives.
- Must be proficient in Microsoft Word & Excel.
- Ability to be flexible and manage time to meet job requirements.
- Ability to manage multiple objectives by successfully prioritizing time and resources.
- Ability to maintain a strict level of confidentiality.
- Demonstrate ability to work independently and work effectively as part of a team.
- Knowledge of university systems preferred.

SPECIAL REQUIREMENTS:
Position will work in-person 25-29 hours per week from our Newark, Delaware location. Work hours will be scheduled within the department’s operating hours of 8:00AM-5:00PM Monday-Thursday. This is a part-time, unbenefted position.

Resumes should be sent via email to Jane Graci (jgraci@udel.edu)