Come join our friendly office staff to help facilitate the work of faculty and students at the School of Education!

The School of Education has a positive and innovative atmosphere, and we are looking to add a part-time administrative professional to our team. Please refer to the list of specific duties and responsibilities below.

**Position:** Administrative Assistant - Part Time Miscellaneous Wage

**Location:** 113 Willard Hall (SOE Directors Office Suite) - 16 W. Main Street, Newark, DE 19716

**Pay Rate:** $17 to $20, per hour, based on experience. This is a part-time, non-benefited position.

**Hours:** A consistent weekly schedule within the department’s normal operation hours of 8:00 AM - 5:00 PM with a preference for availability on Tuesdays, Wednesdays and Thursdays and other days as needed. The ideal candidate will be available for 15 hours and up to 20 hours a week, Monday – Friday during the fall and spring academic school year, with possible hours during summer term.

**Context of the Job:** Under the general direction of the Business Administrator and the Administrative Assistant for the School of Education (SOE), the part-time Administrative Assistant will provide clerical and administrative support to the SOE. As one of the first points of contact, this individual will provide a high level of service to internal and external constituencies and provide support to the SOE faculty, staff, and students. Candidates must have excellent communication, organizational, and computer skills. They must also be willing to take the initiative and be proactive in sustaining key office operations, as well as taking a detailed oriented approach to their work.

**Specific duties include:**

1. Serve as one of the first points of contact for the department. Customer service is key in this role as students, faculty, staff, vendors, and external guests are regular visitors to the SOE’s Director’s Office.
2. Answer phone calls to the School of Education line as needed and triage as necessary.
3. Assist and support the Director’s Office staff as needed in the daily operation and administration of required tasks that support programs in the School of Education. Tasks may include scheduling and unlocking conference rooms, distributing keys to faculty members and PhD students, keeping inventory on
office supplies, and ordering as needed through UD Exchange, making copies for faculty members, and submitting maintenance work orders.

4. Assist with event preparation and support, venue setup and cleanup as needed. Annual events include Delaware Day in March and Celebration of Excellence in May.

5. Support for guest speakers and search candidates: communicating with guests via email, helping to coordinate travel and other arrangements (e.g., reserving a conference room for the talk, making restaurant reservations).

6. Additional responsibilities could be assigned, based on situational and workload requirements.

Qualifications: High school degree or equivalent required. Proficient with Microsoft Office applications including Word, Excel, and Outlook. Prior customer service experience desired. Highest degree of professionalism and commitment to performing quality work. Requires knowledge of office practices and procedures, proofreading and editing skills. Ability to interact well and communicate effectively with individuals of all ages and diverse backgrounds, maintaining a positive and collaborative work environment, along with excellent written and oral communication skills. Prefer experience with the following systems: UDSIS, Concur, UD Exchange and UD Webforms.

To Apply: Email a resume and contact information for 3 references to Alexis Milam (Business Administrator) at aalbanes@udel.edu.

Employment offer will be conditional upon successful completion of a criminal background check. A conviction will not necessarily exclude you from employment. The University of Delaware does not discriminate against any person on the basis of race, color, national origin, sex, gender identity or expression, sexual orientation, genetic information, marital status, disability, religion, age, veteran status or any other characteristic protected by applicable law in its employment, educational programs and activities, admissions policies, and scholarship and loan programs as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and University policies. The University of Delaware also prohibits unlawful harassment including sexual harassment and sexual violence.