PART-TIME Administrative Support/Receptionist

The University of Delaware Early Learning Center (ELC) is seeking part time administrative support to create a welcoming and supportive environment for staff, families, and visitors. This is a part-time, non-benefitted position. Candidates must be available to work 12 pm – 6:00 pm, three days per week. Compensation is based on education and experience.

REONSIBILITIES:

Under the direct supervision of the Business Administrator,

- Assist administrative team in acting as the first point of contact for our center, answer phone calls, greet and screening staff and visitors;
- Support the administrative operations of the ELC and support business office and provide administrative support to classroom staff and to families;
- Support the meal service and Kitchen Manager as needed;
- Organize supplies, materials and storage areas as needed;
- Enforces safety and security policies and procedures;
- Practices confidentiality in all matters related to staff and families and propriety information regarding the operations of the ELC;
- Complies with University, Delaware Office of Child Care Licensing and ELC departmental policies and procedures;
- Performs other related duties as assigned.

QUALIFICATIONS:

Experience as administrative support/receptionist in Education is preferred. Minimum high school diploma or GED is required. Independent judgment in handling confidential information is necessary. Front Desk requires a quiet demeanor and reliable attendance. Position requires the ability to communicate effectively and interact well with people of all ages and diverse backgrounds.

Please note, all UD Employees, including part time, are required to pay for parking.

If interested, please contact Laura Kerst, at LKW@udel.edu.