Administrative Assistant – Part-time (Dover, DE)
Department of Human Development and Family Studies
University of Delaware

An administrative assistant II position is available for the Delaware Institute for Excellence in Early Childhood under the Department of Human Development and Family Studies. This is a part-time, 20 hour per week position located in Dover, DE.

Responsibilities:

- General operation of the Dover office
- Greets and directs visitors, answers phone, schedules training room via Outlook & Google Calendar
- Tasks specific to support function of Delaware Stars programs as assigned
- Prep and distribute training bins
- Maintenance/troubleshoot office technology
- Orders office supplies and training materials, keeps inventory
- Updates Excel spreadsheets and database

Qualifications:

- High school diploma or GED and one to two years’ experience.
- Ability to work independently with moderate supervision
- Ability to lift training bins weighing up to 25 lbs. and bend and reach to place bins and manuals on shelving unit.

Hours: Afternoon through evening hours, specific days and time to be determined during interview process. Compensation is commensurate with the level of experience.

Contact:
Submit a resume to Nicole Hylton nhylton@udel.edu

Employment offers will be conditioned upon successful completion of a criminal background check, child registry background check.

The University of Delaware is an Equal Opportunity Employer which encourages applications from Minority Group Members, Women, Individuals with Disabilities, and Veterans. The University's Notice of Non Discrimination can be found at http://www.udel.edu/aboutus/legalnotices.htm