An Administrative Assistant position is available for the Graduate and MBA Programs Office under the Lerner College of Business and Economics. This is a part-time, miscellaneous wage position with no University of Delaware benefits. The position involves working 20-28 hours per week in the afternoon, and is paid hourly, located in Newark, DE.

Responsibilities:

- Serve as receptionist/greeter. Customer service is key in this role as students, faculty, staff, vendors and external guests are regular visitors to the building.
- Assist and support the Graduate & MBA Programs Staff, including the Deputy Dean and Director of Operations, as needed in the daily operation and administration of required tasks that support programs in the Graduate & MBA/Career Services Department.
- Assist with the daily building operation and administration, which includes coordinating shared spaces for meetings/events, reserving and maintaining meeting rooms, conference room, classrooms and collaboration rooms.
- Receive appointments for staff members.
- Assist in maintaining confidential student records according to pre-defined processes within the Graduate & MBA Program office which includes files, copying, scanning, etc.
- Assist in implementing/arranging/facilitating a variety of events as scheduled by the Department.
- Assist in the preparation of letters pertaining to student grades, embassy/Visa requests, Good Standing, and others as it relates to the department.
- Assist the Administrative Coordinator with preparation of monthly financial reports.
- Produce and maintain basic spreadsheets which may require analyzing data to make projections; create and distribute reports which may require arranging data and creating charts/graphics.
- Produce word processing documents which may require formatting, table/column creation, graphics, use of macros and merging information from different document/applications.
- Additional responsibilities could be assigned based on situational and work load requirements.

Qualifications:

- High school degree or equivalency required. Associate’s degree preferred.
- Strong technical skills and proficiency with Excel required. Experience with PeopleSoft database systems preferred.
- Experience in financial areas is helpful.
- Proficient with MS Office Suite.
- Prior higher education administration experience is helpful.

Contact:
Submit a resume and contact information for three references by May 19, 2017 to Michele Pepitone at micpep@udel.edu.

Employment offer will be conditioned upon successful completion of a criminal background check. A conviction will not necessarily exclude you from employment.

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.