Position Title: Administrative Assistant  
Department: Department of Hospitality Business Management  
College: Alfred Lerner College of Business and Economics  
Location: Raub Hall, Newark, DE  
Title of Supervisor: Business Administrator II  

Context of Job:  
The Administrative Assistant position in the Department of Hospitality Business Management is a part-time, non-benefitted miscellaneous wage position (20 hours per week). Under general supervision of the Business Administrator II, the Area Head and the Chair, the Administrative Assistant performs complex secretarial and administrative duties for the Department of Hospitality Business Management’s Sport Management major. A high level of independent judgment, initiative and problem-solving skills are required.  

Major Responsibilities:  
• Provide administrative support to the Business Administrator II, Director and Chair.  
• Responsible for correspondence as appropriate.  
• Coordinate travel and logistics for certificate programs through Sport Management.  
• Coordinate public relations efforts for Sport Management program.  
• Prepare reimbursement requests for faculty and staff, along with other electronic requests such as cash transmittals, journal vouchers, request for payment to individual/vendor, procurement/allocation for Sport Management.  
• Receive and screen incoming calls, correspondence, forms, etc.  
• Oversee the completion of Sport Management copy requests and submit special requests to University Printing and others as appropriate.  
• Maintain databases as needed – contacts, alumni, etc.  
• Coordinate calendar of events for the major.  
• Assist with administration and coordination of Internship Program.  
• Responsible for schedule and time sheets of Sport Management graduate assistants.  
• Assist with schedule of semester speaker series and field trip.  
• Serve as liaison with student group.  
• Coordinate administrative aspects of special events, conferences and meetings organized by the Sport Management major.  
• Other duties as assigned.  

Qualifications:  
• Undergraduate degree and one to two years of experience.  
• University experience is preferred.  
• Extensive knowledge of office practices and procedures.  
• Ability to handle multiple assignments concurrently.  
• Ability to analyze and interpret data, make independent decisions.  
• Ability to use advanced techniques in word processing, spreadsheets, database and presentation software.  
• Ability to communicate effectively and interact well with people of all ages and diverse backgrounds.  
• Positive customer service attitude is required.  

To Apply:  
Submit a letter of interest and your resume to Donna Laws at dlaws@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.