University of Delaware, Newark

Position: Administrative Assistant - Part-Time

Department: University Student Centers, Fraternity and Sorority Life

Hourly Rate: $10.00

Start Date: June 2017

This is a part-time, miscellaneous wage position with no University of Delaware benefits. The position is 15-20 hours per week between the hours of 9:00 A.M.-5:00 P.M., Monday-Friday. Specific hours have some flexibility.

CONTEXT OF JOB:
Under the supervision of the Assistant Director for Fraternity and Sorority Life in the University Student Centers, the Administrative Assistant performs a full range of responsibilities to support the Fraternity and Sorority Community at the University of Delaware.

MAJOR RESPONSIBILITIES:
- Provide front desk reception & telephone coverage
- Provide general information to inquiring students and parents
- Maintain organizational membership rosters and manage coding of students in the University of Delaware Student Information System
- Compile information and create data reports, including grade reports and membership data reports
- Maintain student participation/attendance records for required training and programs
- Coordinate logistical details for Fraternity and Sorority Life workshops, events, and retreats including room reservations, catering, and transportation
- Liaise with USC Communications Specialist to provide content updates regarding FSL on the USC Website and in USC publications

QUALIFICATIONS:
- Minimum high school diploma or GED and two years' experience in an office setting
- Excellent written and oral communication skills required
- Exceptional organizational skills required
- Must demonstrate proficiency in understanding and managing data in Excel
- Must be proficient in Microsoft Word
- Ability to work independently with minimal supervision

TO APPLY:
Submit a letter of interest, your resume, and 3 references to Jen Tomasetti at jent@udel.edu.

Employment offers will be conditional based upon the 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 and Women. The University’s Notice of Non-Discrimination can be found at www.udel.edu/aboutus/legalnotices.