

**POSITION:** Administrative Assistant, Plant and Soil Sciences, College of Agriculture and Natural Resources – part-time

**LOCATION:** Townsend Hall, 531 S. College Ave, Newark, DE 19716

**PAY:** \$18.00-\$22.00 per hour based on experience

**SCHEDULE:** Position will work 20 hours weekly, flexible schedule

**APPLICATION:** Resume and cover letter should be sent via email to Marsha Rogers, Business Administrator, PLSC at [marshar@udel.edu](mailto:marshar@udel.edu).

**CONTEXT OF THE JOB:** Under the supervision of the Business Administrator II, the Administrative Assistant performs a wide range of responsibilities to support the Department of Plant and Soil Sciences at the College of Agriculture and Natural Resources.

**MAJOR RESPONSIBILITIES:**

- Financial portfolios – Prepare financial portfolios and disseminate reports monthly.
- UDEExchange – act as requester for assigned group of employees. Ensure purchases are compliant and submitted in a timely manner.
- Concur – act as Concur delegate for assigned group of employees. Ensure expense reports are compliant and submitted in a timely manner.
- Assist staff with gathering documentation for automated closeout reports related to contracts and grants.
- Manage department seminars during academic semesters. This includes distributing seminar announcements, travel arrangements for speakers and guest, processing expenses/reimbursements associated with speakers and guests, and arranging for snacks & drinks during seminar hours.
- Perform additional administrative tasks as assigned.

**QUALIFICATIONS:**

- Minimum high school diploma or equivalent and two years experience in an office setting.
- Excellent written and oral communication skills.
- Must be detail-oriented, organized, and able to manage multiple tasks and objectives.
- Must be proficient in Microsoft Word and Excel.
- Ability to be flexible and manage time to meet job requirements.
- Ability to organize resources and establish priorities.
- Demonstrate ability to work effectively as part of a team and independently.
- Knowledge of university systems preferred.
- Knowledge of contracts and grants preferred.

Employment offers 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 and Women. The University's Notice of Non-Discrimination can be found at <http://www.udel.edu/aboutus/legalnotices.html>