

**Administrative Assistant, Miscellaneous Wage
Plant and Soil Sciences
College of Agriculture and Natural Resources
Up to 20 hours per week**

CONTEXT OF THE JOB:

The department of Plant and Soil Sciences has an opening for a miscellaneous wage administrative assistant in the College of Agriculture and Natural Resources. Under general supervision of the Business Administrator II, this position will assist in a wide range of support and services within the department. This position serves as Concur delegate and UD Exchange requestor; oversees allocations of expenditures for assigned employees; and provides administrative support for office staff, Business Administrator, Chair and Faculty.

MAJOR RESPONSIBILITIES:

- Serve as Concur delegate to assigned employees and oversee the allocation of expenditures. Process reimbursements for travel ensuring policies and procedures are followed.
- Serve as UD Exchange requestor to assigned employees and oversee the submission of orders with appropriate funding sources.
- Support PLSC staff, business administrator, faculty, and chair with any administrative needs that they require including sending FedEx packages, making travel arrangements, archiving, reserving conference rooms, copying exams, special mailings, ordering supplies, key assignments and managing inbound and outgoing mail.
- Assist with Department vehicles for scheduling, maintenance and billing usage. the maintenance of the Department's vehicle fleet assignment schedule and allocate charges appropriately.
- Perform miscellaneous job duties as assigned.

QUALIFICATIONS:

- High School diploma or GED with two years of relevant experience.
- Working knowledge of UD systems is preferred.
- Knowledge of University policies, procedures, and web forms is preferred.
- Intermediate to advanced computing skills in Microsoft Word, Excel and Google Suite
- Ability to prioritize and manage deadlines for a variety of projects that must be completed concurrently and make independent decisions and judgments in keeping with the level of the position and to plan and.
- Dedication, self-motivation, and a willingness to learn new skills while handling a variety of responsibilities, with excellent organizational skills, and attention to detail.
- Ability to communicate and interact well with people of all ages and diverse backgrounds.
- Commitment to fostering a workplace culture of belonging, where diversity is celebrated, and equity is a core value

TO APPLY: If you are interested in this role, please send a copy of your resume and a cover letter to Amanda Stamos, Business Administrator, via email at astamos@udel.edu.

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.htm>