



UNIVERSITY OF DELAWARE
HEALTH SCIENCES

POSITION: Administrative Assistant – CSIIDEE – part-time (28-29.5 hours per week)

PRIMARY LOCATION: McDowell Hall, 25 N. College Avenue, Newark, DE 19716; STAR Tower

PAY: \$22 per hour

Position Summary

This position provides high quality support by displaying sound judgment, accuracy, diplomacy, confidentiality, and discretion. The primary duties include management of calendars, maintaining purchase orders, simulation program finances, inventory items, center tours, and scheduling of simulation center events.

Other duties include general receptionist duties (answering phones, meeting and greeting clients and visitors), general clerical duties (assisting in organizing a wide variety of office functions, coordinating files and records, coordinating schedules).

The position is a part of an innovative team led by the CSIIDEE Director of Simulation and Interprofessional Education. The role requires collaboration with faculty and staff within the College of Health Sciences.

Position Duties

The following description of responsibilities includes those listed in the summary and is intended to reflect the major responsibilities and duties in order of importance, but is not intended to describe all duties and responsibilities that are required for the position or that may be assigned from time to time.

General Functions:

- Provide overall support to the Center including meeting and greeting clients and visitors, general organization and duties of wide variety of function.
- Assist in the maintenance of the asset and stock inventory (see below).
- Assist with multiple emails from students, faculty, staff, others within CHS, vendors, etc. regarding simulated experiences.
- Tours and demonstrations of the simulation centers and assist with electronic record (new this spring).
- Support CSIIDEE faculty with general office duties, i.e. photocopying, printing, faxing, maintaining office supplies, etc., as needed.
- Contact Facilities for all emergent and ongoing needs within the CSIIDEE labs and offices.
- Collaborate with other UD admins within CHS and UD when needed.
- Occasionally assist with ordering keys and updating Key log for access to simulation labs
- Perform other job-related duties as assigned.

Administrative support for simulation center operations:

- Collaborate with the Simulation Operations Manager and Specialist for various needs for the simulations.
- May need to coordinate with vendors of manikins for repair, etc., when requested.
- Assist Simulation Operations Manager with various needs while simulations are running.
- Assist with maintaining a stocked inventory to provide ease and efficiency for multiple Simulation labs.
- Assist with ordering inventory when requests for supplies arise from Faculty, Staff, Work-Study Students, etc., and/or the Master Inventory Google Sheet shows a low threshold on any supplies. Monitor this several times throughout the week during the Spring and Fall semesters.
- Follow-up on backorders or packages not delivered.
- Alert Work-Study students of arrival of multiple deliveries and/or redirect deliveries to CSIIDEE supply room.
- Seldom but occasionally assist with rebuilding of repurposing kits for simulation labs when need is greater than Work-Study students can maintain.
- Contact EHS to coordinate pickup of filled sharps containers within the Simulation Labs and to order replacements.
- Assist in coordinating laundry pickup and deliveries on a twice weekly basis for CSIIDEE linens at MDH & STAR.
- Assist with setting up and restocking of labs for our CSIIDEE staff when needed.

Scheduling Student Experiences:

- Assist with scheduling multiple simulation labs for nursing student sign-ups using DaySmart.
- Work with other disciplines (i.e. Healthcare Theatre, PT, Nutrition, etc.) to coordinate and schedule various lab sign-ups within DaySmart.
- Help to maintain current info in DaySmart and inactivate outdated labs.
- Answer student emails regarding DaySmart questions and issues.
- Reset DaySmart passwords for students when requested.
- Set up DaySmart timeslots when sporadic labs are added, i.e. Open Labs, Remediation Labs, etc.

Simulation Center Scheduling:

- Maintain and update the CSIIDEE Calendar regarding room availability, weekly/daily simulations, outside scheduling requests.
- Weekly check on calendar to ensure there are no double booking of labs.
- Continue to adjust calendar according to ongoing schedule changes and/or additions.
- Reserve or update reservations for 4th Floor Rooms at STAR Tower utilizing the Resource Scheduler.
- Assist in creating a Tentative Calendar in planning ahead for the following semester.
- Occasionally schedule meetings as requested by the Director, Manager or Faculty/Staff.
- This may require setting up zoom and/or Google Calendar invites.

Simulation Program Finances:

- Review, file, and code equipment purchase orders
- Review, file, and supply invoices
- Log monthly credit card report
- Monitor budget and non-budget items

- Meet with the Director of Simulation for budget review

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 Office and Google Suite

Must demonstrate proficiency in understanding and managing data in Excel

Ability to be flexible and manage time to meet job requirements

Ability to organize resources and establish priorities

Demonstrate the ability to work effectively as part of a team

Ability to communicate effectively with a wide range of constituencies in a diverse community

SPECIAL REQUIREMENTS

Position will work 28-29.5 hours weekly

Resume and cover letter should be sent via email to Kathy **Sorace-Altieri** at ksorace@udel.edu

