



UNIVERSITY OF DELAWARE

**COOPERATIVE  
EXTENSION**

<b>Position</b>	Administrative Assistant
<b>Department</b>	New Castle County Cooperative Extension
<b>Location</b>	461 Wyoming Rd., Newark, DE 19716
<b>Hours</b>	20 hours per week
<b>Compensation</b>	Hourly rate commensurate with work experience

**CONTEXT OF THE JOB**

Cooperative Extension is an informal, educational, and national network that provides programming to people in their communities and includes programming on food safety, nutrition, 4-H, horticulture, farming, and natural resource management. This position is part of an administrative team that supports Extension Agents and interacts with the public who seek information from Extension.

Under the general direction of the New Castle County Extension Director, the position will support the office environment by greeting and assisting visitors and supporting Extension Agents.

**REQUIREMENTS**

High school diploma or GED with three years of experience in an administrative assistant position. Additional administrative assistant training or related education may be substituted for required experience.

Training and experience in a university environment are preferred. Requires knowledge of office practices and procedures, business writing, English, and proofreading and editing skills.

Requires hands-on experience with electronic information systems, demonstrated ability to create and maintain databases and spreadsheets, and use intermediate word processing techniques including Microsoft Office Suite and Google Forms.

**MAJOR RESPONSIBILITIES**

- Assist with front office duties including compiling data and generating routine reports and various duties for which independent judgment is required in handling confidential and non-routine matters.
- Provide Administrative support to the NCC Horticulture Educator and the Delaware Master Gardener Program.
- Answer phone lines and process calls.

- Maintain records; assist staff to compile departmental data and forms.
- Assist with copying, mailings, record retention, and correspondence.
- The ability to communicate effectively verbally and in writing and interact well with people of all ages and diverse backgrounds.
- Perform other related duties as assigned.
- The ability to sit, bend, stand, and lift required.

### **TIME COMMITMENT**

20 hours per week, pleasant work environment, no benefits, Positions will typically be 3 days per week to assist with office coverage. Flexibility between the hours of 8:00 am- 4:30 pm preferred. Opportunities for additional (optional) hours to support departmental events may be available.

Employment offers upon the successful completion of a criminal background check.

Cooperative Extension Education in Agriculture and Home Economics, University of Delaware, Delaware State University, and the United States Department of Agriculture cooperating. Distributed in furtherance of Acts of Congress of May 8 and June 30, 1914, Delaware Cooperative Extension, University of Delaware. It is the policy of the Delaware Cooperative Extension System that no person shall be subjected to discrimination on the grounds of race, color, sex, disability, age, or national origin.

### **How to Apply**

Please send a resume and cover letter to htemeng@udel.edu, Attention Harolyn Temeng, Accounting Assistant II, New Castle County Cooperative Extension