



University City Science Center Job Posting: Department Assistant, Administration and HR

The Department Assistant is responsible for providing administrative, clerical and project support to the Administration and Finance Department. The Department Assistant is a key member of the department and will promote the highest level of efficiency through effective departmental support and support of employee and accounting processes. The Department Assistant will be responsible for completing tasks assigned by the department VP and Directors to ensure operational excellence of the department. This role will work closely with the HR Director to facilitate important organizational processes and employee transitions and will be trusted with sensitive information. The Department Assistant will work closely with other UCSC business areas and provide administrative support as needed.

The Department Assistant has internal contacts with the entire administrative staff and external contact with business partners, vendors, and the community. This position has access to sensitive UCSC information and is expected to handle such information with integrity and professionalism. This position has regular contact with members of the community and is expected to represent UCSC in a professional manner.

The Department Assistant will report directly to the VP and CFO and take direction of daily and special work duties from other members of the department as well as participate in department activities as necessary.

Key responsibilities of this role include:

General Administrative Responsibilities

- Manage calendars and schedule and make arrangements for meetings as requested, representing department to internal and external clients.
- Process department invoices, receipts and documents
- Perform general administrative and clerical duties for department including expense and credit report preparation for VP, manage incoming and outgoing department mail, copying, faxing, filing, scheduling, correspondence, telephone, and travel arrangements for the department.
- Manage departmental contacts and other data input and collection in Salesforce
- Schedule interviews for department hires as directed
- Attend monthly administration meetings
- Participate in the front desk coverage rotation once per week at lunch or as necessary when Receptionist and other Administrative Assistants are not in the office.

- Provide administrative and clerical support for UCSC events, projects, or other company-wide initiatives as necessary.

Department Responsibilities

- Coordinate recruiting process by managing applications, resumes and associated paperwork, welcoming candidates and coordinating their time at the SC, and maintaining accurate records of candidates throughout the process.
- Manage employee database, ADP, by ensuring accurate and timely data entry for all employee changes and transitions.
- Coordinate documentation for employee transitions, including on-boarding, off-boarding, salary increases, promotions, benefit changes and other payroll changes.
- Manage the monthly credit card bill payment process for the organization.
- Manage the monthly effort report process and ensure that all employees effort reports are returned on time and completed.
- Coordinate the reconciliation and distribution of UCSC petty cash.
- Facilitate invoice voucher system through attachment of internal forms, appropriate routing and ensure necessary approvals.
- Record daily cash receipts and forward to accounts receivable per established procedures.
- Assist HR Director during significant annual processes, such as open enrollment, employee appreciation and annual performance appraisals.
- Assist HR Director in drafting organizational documents, policies and communications.
- Assist HR Director with large organizational initiatives, projects and training.

The successful candidate will have 2-3 years of related experience in a professional office environment with a customer service focus; some HR administration experience strongly preferred. A high school diploma is required and a BA/BS degree from an accredited college or university is preferred.

The Science Center offers a comprehensive employee benefit package which includes Medical, Dental, Short and Long-Term Disability, Flexible Spending, Life Insurance and 403(b) with a significant company match.

We are an Equal Opportunity Employer

Interested candidates should forward a resume and salary requirements to: Human Resources, University City Science Center 3675 Market Street, Suite 400 Philadelphia, PA 19104 or email resumes@sciencecenter.org.

About the Science Center

Located in the heart of uCity Square, the Science Center is a mission-driven nonprofit organization that catalyzes and connects innovation to entrepreneurship and technology commercialization. For 50+ years, the Science Center has supported startups, research, and economic development in the life sciences, healthcare, physical sciences, and emerging technology sectors. As a result, graduate firms and current residents of the Science Center's incubator support one out of every 100 jobs in the Greater Philadelphia region and drive \$13 billion in economic activity in the region annually. By providing resources and programming for any stage of a business's lifecycle, the Science Center helps scientists, entrepreneurs and innovators take their concepts from idea to IPO – and beyond.

For more information about the Science Center, go to www.sciencecenter.org