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Send Resume With Cover Letter To: Amanda Boone, Email: Boonea@udel.edu CONTEXT OF THE JOB: Under The Direct Supervision Of The School Of Nursing's Senior Associate Dean, The Executive Administrative Assistant Will Support The

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The Executive Administrative Assistant Reports Directly To The President/CEO And Will Support In Daily Tasks And Responsibilities. In Addition To General Office Management Duties, The Executive Administrative Assistant Will Work Closely With The President/CEO And Manage The Executive Mar 1th, 2024

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Executive Administrative Assistant 2 Office Of General Counsel And Deputy Commissioner Of Administration JOB ANNOUNCEMENT: Executive Administrative Assistant (EAA) 2, Executive Service, Salary Grade 108, Salary Range \$3,737 To \$6,727. This Position Reports Directly To The General Counsel And Deputy Commissi

Jan 3th, 2024

## **Job Title: Executive Administrative Assistant**

This Position Provides Support For The College President, Vice President Of Instruction, And The Director Of The Foundation. Responsibilities Include Assisting In A Wide Variety Of Tasks Related To The Operations Of The College, Instructional Programs, And Fund-raising Efforts. Es Jan 3th, 2024

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Executive Administrative Assistant /Clerk Of The Board Full Time Filing Deadline: OPEN UNTIL FILLED Salary: \$17.25 - \$25.87/hr The Position. Reporting To The Office Manager, The Executive Administrative Assistant/Clerk Jul 1th, 2024

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