

Administrative Assistant

The Administrative Assistant will provide administrative and clerical support to the Office of the Executive Vice President and Provost. The successful candidate also serves as the office manager and reports to the Executive Vice President and Provost.

Duties and Responsibilities

The duties listed below are representative of the knowledge, skill, and/or ability required for this position. Therefore, the successful candidate will be expected to:

- serve as the primary Administrative Assistant to the Executive Vice President and Provost;
- coordinate and manage the Executive Vice President and Provost's calendar;
- assist the Executive Vice President and Provost with the daily operations in the Office of the Executive Vice President and Provost;
- direct daily workflow of the Receptionist and Typist
- take meetings minutes and dictations;
- assist with the management and monitoring of the office budget to include preparing requisitions;
- maintain personnel files for all staff and direct reports to include monitoring of leave requests ;
- prepare and compose routine letters;
- prepare various reports;
- file and retrieve documents;
- make travel arrangements for the Executive Vice President and Provost; and
- other duties as assigned by the Executive Vice President and Provost and Assistant Provost.

Qualifications

The successful candidate must possess the ability to:

- type with an adjusted speed of at least 55 wpm;
- communicate effectively both orally and in writing with a wide variety of constituencies including faculty, staff, students, and the public;
- deliver strong customer service;
- perform tasks with the use of office equipment to include computers, copiers, facsimile, scanners, etc., and Microsoft Office (Excel, Outlook, Word, PowerPoint, etc.);
- exercise confidentiality and discretion at all times; and
- prioritize, plan, and organize multiple tasks and projects using organizational skills.

Education and/or Experience

- High school diploma or equivalent and three years of clerical/secretarial experience and/or training; or equivalent combination of education and experience. College degree and/or experience in college or university environment is highly desired.

How to Apply

Please submit a cover letter, resume, and a completed Application for Educational Support Staff Employment either via email at HROFFICE@hamptonu.edu or fax to (757) 727-5969:

Office of Human Resources
Hampton University
Hampton, VA 23668

*****No phone calls***

*****Incomplete applications will not be considered***