

Administrative Assistant

Job description:

The Administrative Assistant is to receive all customers, students, faculty, staff members and answer telephone calls while providing excellent customer service.

Job Duties:

- Maintain and manage the phone system
- Greet and assist students, staff, instructors, public and vendors in a professional manner while manning the front desk
- Assist with processing, receiving, and issuing various forms; date stamped in before routing to appropriate staff
- Process incoming campus mail
- Assist with correspondence
- Assist with check log
- Perform all other assigned duties

Qualifications:

High School Diploma or equivalent

Requirements:

- Excellent interpersonal skills, telephone etiquette, communication and customer service skills
- Computer literate with knowledge of various Microsoft Office and other database applications and letter writing
- Must be punctual, a self-starter and able to work well independently and with others
- Exhibit professionalism, with excellent time management and organizational skills

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***