

Administrative Assistant

The Administrative Assistant will provide administrative and clerical support for Hampton University Cancer Research Center (HUCRC). The successful candidate will report directly to the Director of HUCRC.

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:

- Receive and disseminate confidential mail and correspondence exercising discretion
- Draft responses to routine correspondence
- Prepare daily schedules for the Director of the Center
- Manage and maintain all general files
- Interact professionally with university officers, faculty, staff, and students
- Order and maintain office supplies
- Order and maintain laboratory supplies
- Manage incoming calls to HUCRC
- Demonstrate the ability to work in a fast-paced and confidential environment
- Demonstrate a skilled use of computerized applications for word processing, spreadsheets, and databases
- Other duties as assigned by the Director of the Center

Requirements

- Deliver outstanding customer service
- Communicate effectively both orally and in writing with a wide variety of constituencies including administrators, faculty, and staff
- Learn and work with the Banner system
- Perform tasks with use the use of office equipment to include computers, copiers, scanners, etc., and Microsoft Office (Excel, Outlook, Word, PowerPoint, etc.)
- Exercise confidentiality and discretion at all times.
- Prioritize, plan, and organize multiple tasks and projects using organizational skills.

Qualifications:

- Associate's degree or high school diploma and three years of administrative assistance experience and/or training. Or equivalent combination of education and experience.

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***