<u>**Administrative Assistant**</u>

Description:
The Administrative Assistant will provide quality administrative and clerical support in a fast-paced environment to the Office of the Vice President for Development. The assistant will create, maintain and enhance the relationships between the office and the University.

COMPENSATION: This is a grant-funded position. Continuation of the position is contingent upon the continuation of related grant funding.

Duties and Responsibilities:

- Provides general administrative and clerical support including mailing, scanning, faxing and copying to management.
- Answers phones promptly and uses good judgment to prioritize the distribution of messages in a timely manner.
- Maintains electronic and hard copy filing system.
- Coordinates and maintains records for staff office space, phones, and office keys.
- Opens, logs, sorts, and distributes incoming correspondence.
- Performs data entry and scans documents.
- Creates and modifies various documents using Microsoft Office.
- Prepares and modifies documents including correspondence, reports, drafts, memos and emails.
- Prepares meeting materials and assists with the development of PowerPoint presentations.
- Schedules and coordinates meetings, appointments and travel arrangements for the Assistant Vice President for Development.
- Coordinates conference calls as needed or anticipated.
- Prepares, maintains and manages interview schedules and correspondence.
- Helps prepare weekly reports and other departmental projects as needed.
- Compiles and sends new hire information to accepted applicants.
- Maintains and files applicant information.
- Assists in resolving any administrative problems.
- Runs company's errands to various departments, post office and office supply store.
- Responsible for keeping inventory of all office supplies and placing orders for replenishment if needed.
- Performs all other related duties as assigned.

Qualifications:

- Working knowledge of database software required.
- Relational database systems preferred.
- Operation of a computer, codes and their applications, and generation of reports.
- Ability to juggle multiple projects with superb accuracy
- Strong administrative skills
- Exceptional customer service skills, over the phone and in person, with our customers and internal departments
- Strong sense of urgency and problem solving skills
- Oral and written communications skills.
- Interpersonal skills using tact, patience and courtesy.
- Establish and maintain cooperative and effective working relationships with others.

How to Apply:

Please submit a cover letter, resume, and a completed Application for Educational Support Staff Employment either in person, 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