

## **Administrative Assistant**

### **Job description:**

The Administrative Assistant will provide administrative and clerical support for the Office of Sponsored Programs. The successful candidate will report directly to the Director of Sponsored Programs.

### **Job Duties:**

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 Sponsored Programs.
- Manage and maintain all general files
- Interact professionally with university officers, faculty, staff, and students
- Order and maintain office supplies
- Manage incoming calls to the Office of Sponsored Programs
- Demonstrate the ability to work in a fast-paced and confidential environment
- Demonstrate a skilled use of computerized applications such as Microsoft Office (Word, Excel, PowerPoint, etc.)
- Other duties as assigned by the Director of Sponsored Programs

### **Qualifications:**

Associate's degree or high school diploma and three years of Administrative Assistant experience and/or training; Or equivalent combination of education and experience.

### **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.

### **To Apply:**

Please submit a cover letter, resume, and a completed Application for Educational Support Staff Employment either via email at [HROFFICE@hamptonu.edu](mailto: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***