

Trucking Services Assistant

The Trucking Services Assistant will be responsible for the daily routine of ensuring that the University's deliveries, removals, storage, and placement of goods and services are complete.

Job Duties:

- Handle request for the delivery and removal of furniture.
- Deliver cases of copy paper as requested.
- Ensure that classrooms are set-up.
- Move heavy equipment.
- Deliver student and departmental packages.
- May be utilized to travel with the football and basketball teams to deliver playing equipment.
- Responsible for other duties as assigned.

Qualifications:

Applicant should have strong interpersonal skills for relating to and working with the administration, faculty, staff, students, parents, vendors, and other individuals seeking assistance.

Requirements:

- High school diploma or equivalent.
- Must have a great driving record.

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***