

## Administrative Assistant

The Administrative Assistant will provide administrative and clerical support to the Office of the Executive Vice President & Provost. The successful candidate reports to the Executive Vice President & Provost and serves as the primary typist for the office.

### **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:

- serve as the primary typist for the Chancellor and Provost;
- manage and order supplies;
- prepare and compose routine letters;
- gather information and type various reports;
- file and retrieve documents; and
- other duties as assigned by the Chancellor and Provost and Office Manager.

### **Qualifications**

The successful candidate must possess the ability to:

- type with an adjusted speed of at least 55 wpm;
- communicate effectively both orally and in writing with a wide variety of constituencies including faculty, staff, students, and the public;
- deliver strong customer service;
- perform tasks with the use of office equipment to include computers, copiers, facsimile, scanners, etc., and Microsoft Office (Excel, Outlook, Word, PowerPoint, etc.);
- exercise confidentiality and discretion at all times; and
- prioritize, plan, and organize multiple tasks and projects using organizational skills.

### **Education and/or Experience**

- High school diploma or equivalent and three years of clerical/secretarial experience and/or training; or equivalent combination of education and experience.

### **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](mailto:HROffice@hamptonu.edu), or fax to (757) 727-5969:

Office of Human Resources  
Hampton University  
Hampton, VA 23668

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### **Forms:**

Visit [Human Resources – Hampton University Human Resources](#) to retrieve the educational support staff employment application and other supplemental application materials.

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