

## **ADMINISTRATIVE ASSISTANT**

The Administrative Assistant serves as office manager for the Office of the Dean and is responsible for providing intermediate to advance administrative and technical support, as assigned by the Dean or Assistant Dean.

### **Job Duties:**

- Use principles of good customer service to answer telephone, screen, and direct calls, take written and relay verbal messages accurately and provide adequate information to callers.
- Manage Dean's calendar schedule appointments, co-ordinate meetings, maintain calendar both manually and electronically, make travel arrangements.
- Take minutes in monthly faculty meetings.
- Act as first point of contact with students in completing forms.
- Perform general office/administrative tasks, including procurement of office supplies and submit expense reports.
- Monitor and maintain office equipment, and supplies and order as needed, control inventory relevant to reception area.
- Keep office space and reception area organized and orderly.
- Manage work study students and assign tasks as necessary.

### **Qualifications:**

- Excellent communication and organization skills.
- Ability to work well either alone or as part of a team.
- High energy and commitment to accomplishment.
- Must possess strong verbal and written communication skills.
- Must be media savvy and possess a general understanding of the media industry and the school's media and industry constituents.
- Willingness to support a diverse population of learners and faculty.
- Ability to work in a participatory and collegial setting, managing multiple projects effectively.
- A collaborative and congenial spirit
- Proficiency in Microsoft Office
- Capability to adapt to new technologies.

### **Requirements:**

High school diploma or equivalent and three years of clerical/secretarial 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](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*

### **Forms:**

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