

Administrative Assistant

Job description:

- Creates, maintains, and enhances the relationships between the Office of Operations Analysis and Research and the University;
- Develops reports to support office efforts with planning and implementing events;
- Maintains office records and ensures adherence with policies regarding reporting and respective timelines;
- Works and participates as an effective member of the overall team;
- Performs other related duties for the Office of Operations Analysis and Research as assigned.

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.
- Coordinates conference / zoom calls as needed.
- Prepares, maintains and manages interview schedules and correspondence.
- Helps prepare weekly reports and other departmental projects as needed.
- 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.
- Ability to generate reports using various computer applications.
- Exceptional interpersonal and customer service skills, using tact, patience and courtesy over the phone and in person is required.
- Strong oral and written communications skills with the ability to multitask.
- Establish and maintain cooperative and effective working relationships with others.
- Proficient with Microsoft Office Suites and applications to include Excel and Access.
- Proficient with BANNER is preferred, but not required.

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**

Forms:

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