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, Work, 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 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.