

## **Administrative Assistant**

Hampton University School of Pharmacy is seeking a Administrative Assistant to provide quality administrative support in a fast-paced environment. This position provides vital administrative and clerical support to the School of Pharmacy and Office of Student Affairs and serves as the Administrative Assistant to the Assistant Dean of Student Affairs and Assessment. The Administrative Assistant will be responsible for responding to student, faculty and administrative inquiries related to School activities including degree requirements, course scheduling, classroom assignments, instructor assignments, and student enrollment. The Administrative Assistant will also be responsible for greeting visitors to the School, entering applications for admission into the applicant database, responding to student inquiries, and assisting with recruitment activities and School of Pharmacy events. The Administrative Assistant will also be responsible for budgetary procurement of office supplies and school-related travel arrangements. The successful candidate will be professional, customer service oriented, and skilled at multi-tasking.

## **Duties and Responsibilities**

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- Perform general clerical duties to include, but not limited to: filing, faxing, copying, mailing, etc.
- Greet visitors and answer the multi-line telephone at front desk courteously and professionally.
- Prepare travel, purchase requisition and reimbursement documents.
- Order office supplies and equipment.
- Set up and coordinate meetings and conferences.
- Compile, transcribe, and distribute minutes of meetings.
- Serve on School-related committees and provide clerical support.
- Handle day-to-day communications for the Office of Student Affairs.
- Type grant applications as needed.
- Assist in maintaining the applicant database and pharmacy student database.
- Compose letters and memorandums.
- Manage correspondence with current and prospective students for the School.
- Assist with maintenance of office equipment such as copiers, printers, fax machine, shredder, etc.
- Type reports and other documents as needed.
- Assist with maintaining student records.
- Assist with managing the academic and student calendars for the School of Pharmacy.
- Assist with coordinating school-related annual ceremonies including White Coat, PAID, Awards and Scholarships, and Graduation.
- Assist faculty in copying and/or delivering documents to Office Services for printing.
- Maintain the reception area in a neat and organized manner.
- Assist with special programs/events in the School of Pharmacy as needed.
- Perform other duties as assigned by the supervisor.

## **Qualifications**

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- Must have a high school diploma or GED and previous professional experience.
- Must have proficiency in the use of Microsoft Office Suite of products including MS Word, Excel, Access, PowerPoint, and Outlook.

- Must have strong communication and organizational skills.
- Have the ability to be flexible and work well either alone or as part of a team.
- Be high energy and have a commitment to accomplishment.
- Perform multiple tasks and work effectively under pressure.
- Possess strong interpersonal skills.
- Have the ability to provide services and accurate information in a courteous and timely manner.

### **How to Apply**

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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.