

Administrative Assistant

The Undergraduate Administrative Assistant plays a vital role in the daily operations, demands, and inquiries of the Department of Undergraduate Nursing Education. The Administrative Assistant is responsible for providing administrative support to the Chairperson of the Department of Undergraduate Nursing Education and to all undergraduate nursing faculty.

Job Duties:

- Greet and assist faculty, staff, students, visitors, and callers.
- Perform routine and special occasion office services and tasks.
- Contribute to preparation of various required University and external academic reports.
- Collect faculty and clinical facility evaluation surveys/data.
- Compile summary report of aforementioned surveys/data.
- Compose routine correspondences as directed by the Department Chair.
- Type course outlines and course related work for the Department Chair and faculty as requested.
- Dissemination of communication/directives between the Department Chair and faculty.
- Assist in proposal preparation for the School of Nursing as requested.
- Work with the Department Chair to create agendas and take minutes during the Undergraduate Departmental meetings.
- Update and maintain information boards.
- Provide support during School programs and activities.
- Provide overall support to the School of Nursing as directed.
- Receive and sort mail.
- Perform other duties as assigned by the Dean.

The Administrative Assistant for the Department of Undergraduate Nursing Education works under the direct supervision of the Chairperson of the Department of Undergraduate Nursing Education.

Qualifications:

- High school diploma or equivalent; some college preferred.
- Possess excellent communication and interpersonal skills.
- Possess word processing and database management skills.

Requirements:

- Experience in professional office environment

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.