

## **Administrative Assistant**

The Assistant to the AVP for Alumni Affairs and Parental Relations is responsible for coordinating and providing administrative support and assistance to the AVP and serves as a liaison with other NHAA, Inc. and University staff, donors, prospects, advisors, and/or their staff.

### **Job Duties:**

- Manage office activities, schedules, and daily tasks:
  - Act as the first point of contact in scheduling and arranging meetings for the department.
  - Manage travel arrangements to ensure prompt and cost-effective travel with limited direction and prepare itineraries for department staff.
  - Carefully review documents for accuracy and appropriateness for the AVPs and other staff signatures.
  - Provide administrative support including typing, filing, copying, faxing, and ordering supplies.
  - Provide phone coverage and message distribution with timely and appropriate response; handle incoming mail and prioritize information for review; set up and maintain paper and/or electronic file systems and work with the NHAA, Inc. staff to ensure compliance with requests, policies, directions, and timelines.
- Coordinate and schedule meetings, site visits, and events for prospects, donors, staff, and others as assigned:
  - Handle logistics including facilities and food arrangements, and compile and distribute meeting agendas and other relevant materials.
  - Prepare agendas, and meeting materials; prepare minutes; track status of agenda items; proactively follow up on open items as necessary.
  - Assist the team with mailings to constituents by managing mail merges and sending them out on a timely basis.
- Coordinate workflow to ensure prompt attention and follow through:
  - Draft gift agreements and naming memorandums in collaboration with appropriate staff to ensure accurate documentation of gifts
  - Edit and independently compose correspondence and other documents for review; ensure preparation, proofreading, and distribution of documents, including, but not limited to, letters, memos, charts, reports, office forms, invoices, purchase orders, and minutes of meetings.
  - Collaborate with multiple departments and University units to organize and coordinate internal communication and special projects.
- Perform budget responsibilities for the department:
  - Prepare, submit, and track expense reimbursements on a timely basis.
  - Independently track and reconcile departmental budget expenditures, maintaining budget timelines
  - Run monthly budget reports.
  - Maintain strict confidentiality of donor and Executive department information and exercise sound independent judgment regarding dissemination of information.
  - Need to be willing to work at flexible times to accommodate business needs.

### **Qualifications:**

- Associate degree or equivalent combination of education and experience; 2+ years of experience in an administrative support capacity, or relevant transferrable experience.
- Proficient with MS Office including Outlook, Word, PowerPoint, and Excel. Demonstrated ability to work in multiple system environments.
- Be a well-organized, self-starter who can manage time effectively and who has excellent written and oral communication skills, including proofreading
- Demonstrate the ability to perform multiple tasks, track details, and set priorities in a fast-paced environment.
- Have the ability to engender trust and confidence of donors and prospective donors and to maintain confidentiality of donor information.
- Demonstrated initiative, independent judgment, and a positive, responsive, service-oriented attitude.
- Excellent critical thinking, interpersonal, communication, time-management and problem-solving skills
- Commitment to diplomacy, tact, and confidentiality when working with individuals on and off campus and responding to Advancement audiences.
- A great degree of flexibility and outstanding organizational skills with the demonstrated ability to manage multiple and competing projects concurrently while adhering to strict deadlines.

### **How to Apply**

Please submit a cover letter, resume, and a completed Application for Educational Support Staff Employment either in person, 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

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### **Forms:**

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