

Administrative Assistant

Job description:

The Administrative Assistant will provide quality administrative support in a fast-paced environment. This position provides vital administrative and clerical support to the Assistant Dean of Academic Affairs and the Coordinator of Academic Affairs. The Administrative Assistant will be responsible for responding to student, faculty and administrative inquiries related to academic affairs and will also be responsible for greeting visitors to the school, as well as assisting with School of Pharmacy events. The Administrative Assistant will also be responsible for budgetary procurement of office supplies and school-related travel arrangements for the Assistant Dean of Academic Affairs and the Coordinator of Academic Affairs. The successful candidate will be professional, customer service oriented, and skilled at multi-tasking.

Job Duties:

- Perform general clerical duties to include, but not limited to filing, faxing, copying, mailing, etc.
- Greet visitors and answer the multi-line telephone 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 Academic Affairs.
- Type grant applications as needed.
- Assist in maintaining the faculty applicant database/files.
- Compose letters and memorandums.
- Manage correspondence with current and prospective students and faculty for academic affair related items.
- Assist with maintenance of office equipment such as copiers, printers, fax machine, shredder, etc.
- Type reports and other documents as needed.
- Assist with maintaining records for Academic Affairs.
- 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 in copying and/or delivering documents to Office Services for printing.
- Assist in copying and/or delivering documents to academic offices within the main campus.
- Assist with special programs/events in the School of Pharmacy as needed.
- Perform other duties as assigned by the Assistant Dean of Academic Affairs.

Qualifications:

- Must have a high school diploma or GED and previous professional experience.
- Must be proficient in Microsoft Office Suite of products including MS Word, Excel, Access, PowerPoint, and Outlook.
- Must have effective communication and organizational skills.
- 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.
- Can provide services and accurate information in a courteous and timely manner.

How 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.