

Administrative Assistant

The Administrative Assistant of McGrew Conference Center assumes a leadership role as the first point of contact. The conference center is utilized for University events and community events. The Administrative Assistant reports to the Director of Special Projects who is also involved in major campus events throughout the year.

Job Duties:

- Assisting the public in person, by telephone and email.
- Manage the events calendar.
- Coordinate event set ups with customers and university community.
- Manage and keep accurate records of financial transactions.
- Create documents, forms, flyers etc.
- Affluent in office management and demonstrate high standards in carrying out assigned tasks.

Qualifications:

- Excellent customer service skills.
- Highly proficient with clerical and technological skills.
- Exhibit pride in enhancing the image of excellence at Hampton University.

Requirements:

High school diploma or equivalent (some college preferred). Adequate computer skills with Microsoft Office, Excel Word, and Power Point. Good verbal communication 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***