

Administrative Assistant

Administrative Assistant for the Hampton University Police Department (HUPD) will provide administrative and secretarial support to the HUPD. The HUPD Administrative Assistant reports to the Chief of Police.

Job Duties: Perform general office tasks including answering the phone, scheduling meetings/calendar events, greet visitors, file paperwork, maintain databases and records, maintain HUPD website. Order and maintain office stationary supplies and inventory. Prepare and track purchase order requisitions, invoices, and other documents relative to the HUPD budget. Use Excel or other software to prepare budgetary spreadsheets. Prepare reports, memos, letters, financial statements and other documents, using word processing and/or spreadsheet software. Communicate with staff in other departments to ensure effective and efficient processing of office documents. Schedule and reserve the use of facilities for HUPD activities and events. Pick-up, copy and deliver documents to appropriate offices on campus. Provide administrative and secretarial support for all HUPD activities and events. Perform other duties as assigned.

Qualifications: Preferred associates degree with administrative and secretarial experience. Some college and 3-years of administrative and secretarial experience and or certification training, or an equivalent combination of education and experience. Skilled in the use of Microsoft Office Suite.

Requirements: Must possess professional interpersonal and organizational skills. Must possess strong verbal and written communication skills while interacting with a diverse population of constituencies to include Leadership Fellows, students, faculty, staff, administration and the public. Maintain confidentiality, discretion and professionalism at all times

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, or fax to (757) 727-5969:

Office of Human Resources
Hampton University
Hampton, VA 23668

*****No phone calls***

*****Incomplete applications will not be considered***