

### **Administrative Assistant**

The Administrative Assistant will be in charge of carrying out day-to-day organizational tasks and facilitating efficient communication across the Office of the Dean of the School of Liberal Arts and Education. S/he will support the Dean with various administrative and clerical tasks related to the day to day management and development of the Office of the Dean.

The successful candidate reports to the Dean of the School of Liberal Arts and Education.

### **Duties and Responsibilities**

The duties listed below are representative of the knowledge, skill, and/or ability required for this position. Therefore, the successful candidate will be expected to:

- Arrange staff meetings and scheduling appointments;
- Manage office calendars, update databases and complete general clerical work and recordkeeping tasks;
- Write memos, correspondence, invoices, receipts, spreadsheets and other reports as needed;
- Keep the office database and filing system up to date and organized;
- Purchase office supplies and work with vendors;
- Assist with preparation and set-up of events organized by the Dean's office and special projects as designated by the Dean.
- Serve as a liaison between the Dean's office and various divisions/departments for matters relating to administrative, fiscal, operational, and personnel procedures.
- Manage and order supplies;
- Provide information and referrals;
- Take minutes during meetings;
- Handle travel arrangements;
- Prepare presentation materials including power point presentations and handouts;
- Organize and keep inventory of all Department related marketing and resource materials.
- Interface with repair personnel, vendors, delivery personnel, and equipment/service providers;
- Prepare and compose routine reports;
- Other duties as assigned by the Dean of the School of Liberal Arts and Education.

### **Requirements**

- High school diploma or equivalent and three years of clerical/secretarial experience and/or training; or equivalent combination of education and experience.

### **Qualifications**

The successful candidate must possess the ability to:

- Type with an adjusted speed of at least 55wpm;
- Deliver strong customer service;
- Perform tasks with the use of office equipment to include computers, copiers, facsimile, scanners, etc., and Microsoft Office (Excel, Outlook, Word, PowerPoint, etc.);
- Prioritize, plan and organize multiple tasks and projects using organizational skills;
- Work independently and as a member of a team; demonstrated initiative and sense of ownership for projects;
- Communicate well in writing and verbally and have good interpersonal skills;
- Write reports and presentations;
- Work with and lead staff across multiple departments; and
- Work with budgets and create spreadsheets.

### **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](mailto:HROffice@hamptonu.edu) or fax to (757) 727-5969.

Office of Human Relations  
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.