

### **Administrative Assistant**

The Department of Office Services is seeking an Administrative Assistant to assist with typesetting, duplication, and dissemination of materials for administration, faculty, staff, and students. The successful candidate must be able to work in a fast-paced environment and will also print forms for various departments of the University.

Some duties and responsibilities include, but are not limited to:

- Greet customers professionally and courteously, assess their needs, and assist them as necessary
- Sign in and assign deadlines to new jobs that are brought to Office Services
- Inform departments when orders are completed and ready for pickup
- Label jobs for on-campus distribution
- Operate Copiers and other equipment efficiently
- Other duties as assigned

Minimum Requirements:

- Knowledge of and ability to operate high capacity copiers preferred
- Typing and basic computer skills required
- Must have the capability to lift at least 40 lbs.
- Ability to stand for prolonged periods of time
- Must be a high school graduate
- Excellent customer services skills
- PUNCTUALITY AND ATTENDANCE CRUCIAL

#### **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 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.