



**Virginia Union University
1500 N. Lombardy Street
Richmond, VA 23220**

**Vacancy Announcement
Administrative Assistant
Division of Athletics**

The Administrative Assistant to the Athletic Director will provide high-level administrative support to Director level managers, handles information requests, performs clerical functions such as preparing correspondence, manages incoming calls to the office, receives visitors, arranges conference calls, coordinates general office mailings and schedules meetings.

General Description and Responsibilities:

- Prepare invoices, reports, memos, letters, purchase orders and other documents using word processing, spreadsheet, database, or presentation software.
- Answer phone calls and direct calls to appropriate parties or take messages.
- Attend meetings to record minutes.
- Greet visitors and determine whether they should be given access to specific individuals.
- File and retrieve corporate documents, records, and reports.
- Open, sort, and distribute incoming correspondence, including faxes and email.
- Make travel arrangements for director, staff, and/or team.
- Prepare responses to correspondence containing routine inquiries.
- Prepare agendas and make arrangements, such as coordinating catering for luncheons.
- Provide clerical support to other areas within Athletics.
- Manage and maintain calendar of events, meetings, etc.
- Other duties as assigned.

Qualifications:

- High School diploma required
- Business Administration degree preferred
- At least 3 years of work experience
- Strong organizational and communication skills

- Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.)
- Reliable
- Ability to Multitask
- Deadline oriented
- Must be able to work some weekends

Salary: Commensurate with experience

Applications Deadline:

Review of candidate materials will begin immediately and will remain open until filled. Applications should include a resume with three references and a cover letter and should be attached after your application has been submitted online (you will be prompted to do so) or submit your materials to resumes@vuu.edu. Please call (804) 257-5721 with any questions.

The selected applicant may be required to submit to a background investigation. VUU is an Equal Opportunity Employer. We consider qualified applicants with regard to race, color, religion, sex, national origin, sexual orientation, disability, gender identity, protected veteran status, or other protected class.

For more information about Virginia Union University, visit <https://www.vuu.edu/about-vuu>

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