Office of the Vice President for Administration & Finance

Intern Title: Administrative and Office Specialist  Status: Non-exempt

Job Summary
Under the direction of the Office of the Associate Vice President for Administration & Finance, the Administrative and Office Specialist will provide administrative support and perform entry-level assignments designed to provide relevant work experience.

Duties and Responsibilities
• Provide administrative assistance and support within the Office of the Associate Vice President for Administration & Finance
• Conduct research and perform data collection
• Analyze and compile information and report results
• Prepare and update monthly reports and correspondences
• Process incoming and outgoing mail and documents
• Provide coverage of phones during work hours
• Under the direction of the Office of the Associate Vice President for Administration & Finance, respond to student, faculty and staff concerns and requests
• Complete assigned projects and work activities within a pre-determined timeframe
• Maintain filing and record keeping
• Collect, process, verify and report information provided for budget reports

Essential skills required
• Applicant must be currently enrolled at Virginia State University
• Applicant must have a GPA of 3.0 or above.
• Must possess the ability to communicate effectively, both oral and written
• Must possess the ability to carry out instructions accurately and timely
• Must demonstrate leadership skills with the ability to identify and solve problems
• Must have basic computer proficiencies in Microsoft Word, Excel, and Power Point, with the ability to learn new technologies
• Must possess the ability to multi-task in a fast paced environment
• Must possess the ability to work with limited supervision and display initiative when appropriate
• Must be capable of working as part of a team and independently

Reporting Relationships:
• Director of Risk Management and Executive Reporting
• Associate Vice President for Administration and Finance