

Administrative Assistant- Biomedical Sciences  
Tuskegee University

Direct Link: <https://www.AcademicKeys.com/r?job=149818>

Downloaded On: Mar. 1, 2021 10:56pm

Posted Nov. 18, 2020, set to expire Mar. 20, 2021

<b>Job Title</b>	Administrative Assistant- Biomedical Sciences
<b>Department</b>	
<b>Institution</b>	Tuskegee University Tuskegee, Alabama
<b>Date Posted</b>	Nov. 18, 2020
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Fiscal Services Administrative Support/Services
<b>Job Website</b>	<a href="https://www.tuskegee.edu/discover-tu/human-resources/staff-positions/administrative-assistant-biomedical-sciences">https://www.tuskegee.edu/discover-tu/human-resources/staff-positions/administrative-assistant-biomedical-sciences</a>

**Apply By Email**

**Job Description**

Administrative Assistant- Biomedical Sciences

Posting Date: August 24, 2020

Posting End Date: October 24, 2020

Position: Administrative Assistant

Department: Department of Biomedical Sciences/CVM

Status: Full-time; Exempt

Special Qualifications

## Administrative Assistant- Biomedical Sciences Tuskegee University

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In keeping with the President's commitment to Tuskegee University demonstrating "Excellence in Every Way", the ideal Administrative Assistant will possess the willingness to use his or her expertise to assist in the university's efforts to be a sustainable academic organization committed to excellence.

### Essential Duties and Job Responsibilities

- Provide administrative assistance for the internal and external correspondents
- Coordinate travel arrangements, meetings and conferences
- Schedule activities
- Assist with budget tracking
- Greet and direct visitors to appropriate offices
- Pick up mail from the Mail Room and distribute to appropriate faculty and staff
- Assist staff and faculty with day-to-day operation as needed
- Provide administrative assistance to faculty with teaching and research activities
- Prepare requisitions, check requests, intra-institutional vouchers and maintain documentation of such activities
- Check on status of orders processed and verify when purchases have been received
- Coordinate travel requests and expense reimbursements
- Handle all returned requisitions, check requests and expense reimbursements given back from grant management office for correction Update budget tracking system using Microsoft Excel by entering approved requisitions, check request and expense reimbursements
- Perform all other duties as assigned

### Qualifications

- Bachelor degree
- One to two years of experience at an administrative and /or supervisory level position
- Good written, verbal communication, analytical skills
- Good planning and organizational skills
- Ability to plan, organize, allocate, coordinate and gather/analyze data for reports
- Experience in computer systems and in using database management, spreadsheets and word processing tools
- Knowledge of the internet, and online systems
- Knowledge of fiscal rules and regulations
- Salary
- Commensurate with education, training and experience



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The statements contained in this job announcement reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered as an all-inclusive listing of work requirements.

### Applications

Applications are available at the following link:

<https://www.tuskegee.edu/Content/Uploads/Tuskegee/files/HR/Fillable-TU-EMPLOYMENT-APPLICATION.pdf>.

Each applicant, including all current/existing employees, must complete and submit a Tuskegee University employment application, resume/CV, a list of 3 to 5 references with detailed contact information. Copies of unofficial transcripts must also be submitted (official transcript(s) will be required upon hire). Applicants must meet the minimum qualifications and submit a completed application packet for consideration of the position. The University reserves the right not to fill the position in the event of budgetary or operational constraints.

Completed applications may be mailed or submitted electronically to:

Office of Human Resources

Attn: Employment/Recruitment

1200 West Montgomery Road

101 Kresge Center

Tuskegee University

Tuskegee, Alabama 36088

Email Address: [employment@tuskegee.edu](mailto:employment@tuskegee.edu) Fax: 334-724-4319

Equal Employment Opportunity Employer-Male/Female/Veteran/Disabled

Federal law requires identity and employment eligibility verifications on Form I-9 within three (3) business days of employment.

Must be able to pass a drug screen and background check.

### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

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**Contact**

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