

Temporary Administrative Pool

Temporary Administrative employees provide administrative office support in business, academic, healthcare, and research environments at the University of Virginia.

Temporary Administrative assignments can vary in length lasting from a few days to an indefinite time period. They can be part-time or full-time, and require varying skill sets ranging from entry-level to advanced expertise. The needs of our business partners vary, and employees of diverse skills are needed for different assignments. Below are some of the positions which UVA Temporary Administrative employees assume:

- Administrative Assistant
- Executive Assistant
- Receptionist
- Data Entry/Filing & Record Maintenance
- Writing and Editorial Assistant
- Events Coordinator
- Event Support Staff
- Program/Project Assistant
- Bookstore Retail Associate
- Telephone Interviewer
- Customer Service Representative
- Printing & Mailroom Technician
- Academic Research Assistant
- Library Specialist

Experience, education, and physical requirements will vary based on the specifics of the temporary role to be filled.

Minimum Qualifications Required

Education: High school diploma or equivalent

Skills & Abilities:

- Demonstrated level of professional customer service and interpersonal communication skills
- Knowledge of principles and practices of basic office support and management
- Intermediate level knowledge of Microsoft Word, Excel, PowerPoint, Access, and Outlook; ability to train on and learn new computerized systems
- Keen attention to detail, problem solving skills, and ability to maintain confidentiality while managing competing priorities
- Ability to communicate and work alongside faculty, staff, students, vendors, and outside guests of the University in an effective and professional manner.

Preferred

Education: Bachelor's Degree or equivalent education, training and experience

Skills & Abilities:

- One year or more office support or similar work experience in an administrative capacity; preferably in an academic environment
- Experience with University of Virginia policies, procedures, and internal operating systems such as Oracle, SIS, Discoverer, Salesforce, and Advance

The various jobs listings you see posted within the temporary pools are general categories and may not be actual positions we are recruiting for at the time you apply. We will keep your application on file and contact you if we believe your skills and experiences are a match for a position we are trying to fill.