

# College of Education

## Laurinda Davis



**Administrative Assistant**

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### **Biography**

*Laurinda Davis is the administrative assistant in the College of Education and has extensive experience in administration and management.*

*She joined the HSSU family in November 2018 and is responsible for assisting the Dean, Dr. Quincy Rose in day-to-day operations including the coordination and management of meetings, record keeping and reporting; as well as a wide range of services as it relates to activities within the College of Education.*

*Throughout her professional life, Ms. Davis has 30+ years of strong experience in managing different aspects of management including financial management, managing budgets, scheduling meeting and events and is always eager and happy to help.*