

Administrative Assistant II
Alcorn State University

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Posted Jan. 23, 2024, set to expire May 24, 2024

Job Title	Administrative Assistant II
Department	College of Agriculture and Applied Sciences
Institution	Alcorn State University Lorman, Mississippi
Date Posted	Jan. 23, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services
Job Website	https://jobopps.alcorn.edu/postings/6918
Apply By Email	
Job Description	

Department

College of Agriculture and Applied Sciences

Job Summary

- The incumbent is the primary or lead administrative support position in the department and performs duties as assigned, working independently, applying well-developed secretarial and office support knowledge, while exercising independent judgment and initiative.
- The incumbent will provide administrative support to Extension Offices in Amite, Pike, and Walthall Counties.

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Knowledge Skills and Abilities

- Knowledge of database applications, web content management, and administrative business systems
- Records maintenance skills
- Organizing and coordinating skills
- Keyboarding and Reception skills
- Ability to communicate effectively, both orally and in writing
- Ability to operate and troubleshoot electronic office equipment, computers, and peripherals.
- Ability to maintain departmental financial records and accounts and prepare financial reports as required.
- Ability to maintain confidentiality of records and information.

Essential Job Functions

- Serves as administrative assistant to the Director or other supervisor,
- Provides or oversees reception services, scheduling appointments, meetings, and travel.
- Coordinates projects and assists in the completion of reports by researching and gathering required information and preparing reports.
- Serves as the communication hub of the department by communicating information from the supervisor to others, collecting and organizing information.
- Obtains equipment, services and supplies needed by the department by maintaining an inventory of office supplies, purchasing equipment and supplies.
- Assists with employment processes to varying degrees.
- Supports the administrative business functions of the department.
- Assists the supervisor to varying degrees in maintaining financial control of departmental accounts by reconciling purchases, tracking expenditures, and maintaining internal records of expenditures.
- Other related duties, as assigned.

Qualifications

- High school diploma or GED.
- Completed degree(s) from an accredited institution that are above the minimum education requirement may be substituted for experience on a year for year basis.
- Three (3) year of increasingly responsible clerical, secretarial and office administrative support experience, including two (2) years of experience at a level comparable to an Administrative

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Assistant I.

Contact Information

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

Contact

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