

Administrative Assistant II
Alcorn State University

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Posted Mar. 22, 2024, set to expire Jul. 22, 2024

Job Title	Administrative Assistant II
Department	College of Agriculture and Applied Sciences
Institution	Alcorn State University Lorman, Mississippi
Date Posted	Mar. 22, 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/7028

Apply By Email

Job Description

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.

Essential Job Functions

- Serves as administrative assistant to the Director or other supervisor,
- Provides or oversees reception services, scheduling appointments, meetings, and travel.

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- 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.

Contact Information

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

Contact

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