

Temporary Life Science Research Business Services
Coordinator
North Carolina A & T State University

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Posted Oct. 11, 2019, set to expire Feb. 10, 2020

Job Title	Temporary Life Science Research Business Services Coordinator
Department	Temporary Employment
Institution	North Carolina A & T State University Greensboro, North Carolina
Date Posted	Oct. 11, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Finance/Investment Management Communications/Public Relations Administrative Support/Services
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Job Description

Administer and coordinate a variety of business and fiscal reporting functions for the Life Science Research Office with the Division of Research and Economic Development. Position requires application of skillset in program coordination, event and meeting planning logistics, record keeping and report generation, budget and process monitoring and assistive tasks to support the Director of Life Science Research. Monthly travel to UNC-CH will be required for meeting attendance.

Competencies: Business and Records Administration, Communications and Social Media, Planning and Organizing, Meeting and Event Coordination, Financial record processing



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Contact Information

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

Contact

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