

**Administrative Support Associate
North Carolina A & T State University**

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Posted Oct. 18, 2019, expired Feb. 17, 2020

Job Title	Administrative Support Associate
Department	Student Center
Institution	North Carolina A & T State University Greensboro, North Carolina
Date Posted	Oct. 18, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services
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Job Description

The primary purpose of this position is to provide administrative support to the Director of the Student Center Director, the Associate Director of Operations and the Business Officer. Primary responsibilities include but are not limited to answering phone, greeting public, distributing mail, and assists with the record keeping (fund transmittals and property loan log) and accountability for revenue from selected areas of Union Services.

Contact Information

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

Contact



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