

Temporary Admin Support Pool  
North Carolina A & T State University

Direct Link: <https://www.AcademicKeys.com/r?job=144522>

Downloaded On: Oct. 27, 2020 4:25pm

Posted Jul. 13, 2020, set to expire Nov. 11, 2020

<b>Job Title</b>	Temporary Admin Support Pool
<b>Department</b>	Temporary Employment
<b>Institution</b>	North Carolina A & T State University Greensboro, North Carolina
<b>Date Posted</b>	Jul. 13, 2020
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Part-Time/Temporary Staff
<b>Academic Field(s)</b>	Administrative Support/Services
<b>Apply Online Here</b>	<a href="http://jobs.ncat.edu/postings/20506">http://jobs.ncat.edu/postings/20506</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

Applicants applying to this posting are entering an applicant pool for temporary administrative support staff positions across campus.

Positions in this banded class are characterized by their performance of a variety of administrative, secretarial, and office support duties. Positions require knowledge of the office or work unit policies and procedures in order to communicate information involving programs, functions, and services. Duties performed may include preparation of documents and reports, the use of office technology, compiling records, organizing and maintaining files, posting information, greeting/referring/assisting visitors/clients/staff/others, mail distribution, and photocopying. The completion of work often involves a public contact role to obtain, clarify, or provide information regarding activities of the work unit or program. Positions may serve as the primary staff assistant to a department or program manager.



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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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