

Administrative Support Assistant I/II -Admin  
Auburn University

Direct Link: <https://www.AcademicKeys.com/r?job=149788>

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Posted Nov. 17, 2020, set to expire Apr. 1, 2021

<b>Job Title</b>	Administrative Support Assistant I/II -Admin
<b>Department</b>	Access Control Center
<b>Institution</b>	Auburn University Auburn, Alabama
<b>Date Posted</b>	Nov. 17, 2020
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Administrative Support/Services
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<b>Job Description</b>	

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### Job Summary

Performs a variety of office support duties within an administrative department.

Two positions are available.

### Essential Functions

Acts as office receptionist: receives and routes telephone calls and visitors; provides and gathers information. Prepares documents, reports, newsletters and manuscripts, and may compose correspondence. Operates standard office equipment such as personal computers, copiers, scanners, fax machines, etc. Maintains inventory and orders office supplies, materials and equipment. Processes and prepares forms such as work orders, purchase orders and personnel documents. Creates and maintains records, files, documents, and images in the data system. Calculates, posts, and verifies standard financial statements, reports and vouchers. May perform other office support duties such as payroll processing, document processing, and assisting with financial services.

### Contact Information

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

### Contact