

Temporary Admin Support Pool
North Carolina A & T State University

Direct Link: <https://www.AcademicKeys.com/r?job=150321>

Downloaded On: Feb. 26, 2021 8:28am

Posted Nov. 25, 2020, set to expire Mar. 27, 2021

Job Title	Temporary Admin Support Pool
Department	Temporary Employment
Institution	North Carolina A & T State University Greensboro, North Carolina
Date Posted	Nov. 25, 2020
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Part-Time/Temporary Staff
Academic Field(s)	Administrative Support/Services
Job Website	http://jobs.ncat.edu/postings/21369

Apply By Email

Job Description

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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