

Administrative Support Associate - Pre-Professional  
Scholars Program  
North Carolina A & T State University

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Posted Jan. 20, 2021, set to expire May 22, 2021

<b>Job Title</b>	Administrative Support Associate - Pre-Professional Scholars Program
<b>Department</b>	Molecular Microbiology
<b>Institution</b>	North Carolina A & T State University Greensboro, North Carolina
<b>Date Posted</b>	Jan. 20, 2021
<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>	Athletics and Recreation Services
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**Job Description**

**Minimum Experience/Education**

High School Diploma or equivalency; or demonstrated possession of the competencies necessary to perform the work.

**Preferred Years Experience, Skills, Training, Education**

At least 2 years of experience; skill in the operation of computers, related software applications (Microsoft Office Suite, word-processing, spreadsheet, database, graphic presentations, information management, etc.) and standard office equipment; skill in the use of proper grammar, punctuation, spelling, business correspondence, composition and format. Communicate effectively orally and in writing with a diverse population. Ability to establish and maintain effective and harmonious work relations with faculty, staff, students and the general public are preferred.

Also preferred:



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Time Management (prioritization and deadline management) skills.

Organization and Self-Leadership (motivation and direction)skills.

Analytical Skills (detail-oriented, problem-solving).

If no applicants apply who meet the required competency level and training and experience requirements, then management may consider other applicants. Salary would be determined based on competencies, equity, budget, and market considerations.

Required License or Certification

None

Primary Purpose of Position

The Administrative Support Associate is responsible for supporting the activities of the PPSP Director, Coordinator, and Pre-Professional Office. The position requires knowledge of PPSP and University policies and procedures; establishment and maintenance of filing and data systems, preparation of various documents related to PPSP activities; utilization of Microsoft Office (i.e. Microsoft Word, Excel, Power Point, etc.); answers telephone calls, greets students and visitors, uses the Aggie-Mart purchasing system to place orders, tracks orders, processes travel arrangements and reimbursements, manages Pre-Professional Office resources and materials, and other office related duties.

Primary Function of Organizational Unit

The overall goal of the Pre-Professional Scholars Program is to support academic, personal, and career development of students interested in pursuing careers in Medicine (health care), Dentistry, Veterinary Medicine and Law. Two major objectives of the program are (1) to produce scholars who will be competent and highly competitive candidates for entry into professional and graduate schools; and (2) to improve the intellectual climate for all students with a specific focus on pre-professional programs.

### Contact Information

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

**Contact**



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