

Assignments Coordinator
North Carolina A & T State University

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

Job Title	Assignments Coordinator
Department	Housing & Residence Life
Institution	North Carolina A & T State University Greensboro, North Carolina
Date Posted	Jan. 20, 2021
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Residential Life
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Job Description

The primary purpose of this position is to support the efficient operation of Housing and Residence Life Central Office; provide support to the Assistant Director of Assignments and/or other leadership personnel by effectively performing a wide variety of complex and confidential administrative, analytical and research duties; requires considerable confidentiality, initiative, tact, and mature and independent judgment; this classification requires leadership qualities such as adaptability, flexibility, dependability and accountability; much of the work is self-appointed, and requires a high degree of professional independence and self-discipline.

Contact Information

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



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Contact

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