

**McNair Office Support Assistant
University of North Texas**

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Posted Feb. 5, 2021, set to expire Jun. 20, 2021

Job Title	McNair Office Support Assistant
Department	UNT-Honors College-Dean's Off-140100
Institution	University of North Texas Denton, Texas
Date Posted	Feb. 5, 2021
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services
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Job Description

This position is responsible for providing entry-level administrative support and customer oriented services to UNT's McNair Scholars Program. Assists in coordinating activities, identifies issues or problems and may provide assistance in researching solutions. Assignments are usually routine in nature and require minimal latitude and judgement. The McNair Support Assistant is a critical support position for the Coordinator and Director.

Contact Information

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

Contact



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