

## Administrative Assistant II Alcorn State University

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Downloaded On: Jul. 17, 2024 2:52pm

Posted Mar. 22, 2024, set to expire Jul. 22, 2024

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|-----------------------------|---|
| <b>Job Title</b>            | Administrative Assistant II   |
| <b>Department</b>           | College of Agriculture and Applied Sciences   |
| <b>Institution</b>          | Alcorn State University<br>Lorman, Mississippi  |
| <b>Date Posted</b>          | Mar. 22, 2024   |
| <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   |
| <b>Job Website</b>          | <a href="https://jobopps.alcorn.edu/postings/7028">https://jobopps.alcorn.edu/postings/7028</a> |
| <b>Apply By Email</b>       |   |
| <b>Job Description</b>      |   |

The incumbent is the primary or lead administrative support position in the department and performs duties as assigned, working independently, applying well-developed secretarial and office support knowledge, while exercising independent judgment and initiative.

The incumbent will provide administrative support to Extension Offices in Amite, Pike, and Walthall Counties.

### Essential Job Functions

- Serves as administrative assistant to the Director or other supervisor,
- Provides or oversees reception services, scheduling appointments, meetings, and travel.

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- Coordinates projects and assists in the completion of reports by researching and gathering required information and preparing reports.
- Serves as the communication hub of the department by communicating information from the supervisor to others, collecting and organizing information.
- Obtains equipment, services and supplies needed by the department by maintaining an inventory of office supplies, purchasing equipment and supplies.
- Assists with employment processes to varying degrees.
- Supports the administrative business functions of the department.
- Assists the supervisor to varying degrees in maintaining financial control of departmental accounts by reconciling purchases, tracking expenditures, and maintaining internal records of expenditures.
- Other related duties, as assigned.

### **Contact Information**

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

### **Contact**