

Special Assistant to the Dean, Operations  
Alcorn State University

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Posted Jun. 12, 2024, set to expire May 10, 2025

<b>Job Title</b>	Special Assistant to the Dean, Operations
<b>Department</b>	College of Agriculture and Applied Sciences
<b>Institution</b>	Alcorn State University Lorman, Mississippi
<b>Date Posted</b>	Jun. 12, 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>	Facilities/Maintenance/Transportation Administrative Support/Services
<b>Job Website</b>	<a href="https://jobopps.alcorn.edu/postings/7186">https://jobopps.alcorn.edu/postings/7186</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

The incumbent assists the Dean and Director of Land-Grant Programs, managing or overseeing various special assignments as directed. He/she oversees AG Development, Alumni & Staff Development Services, On and Off -Campus Facilities, Transportation, Building Maintenance, and Construction ensuring these services provide broad and robust engagement designed to meet a student and alumni-focused mission, diversified product offering, and strong fiscal management. He/she acts as a surrogate and counselor to the Dean and Director of Land-Grant Programs.

**Contact Information**



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

**Contact**

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