

Special Assistant to the Dean, Operations  
Alcorn State University

Direct Link: <https://www.AcademicKeys.com/r?job=237459>

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

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| <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<br>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<br>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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