

**Administrative Assistant III
Alcorn State University**

Direct Link: <https://www.AcademicKeys.com/r?job=238160>

Downloaded On: Apr. 4, 2025 1:43am

Posted Jun. 25, 2024, set to expire May 10, 2025

Job Title	Administrative Assistant III
Department	School of Education & Psychology
Institution	Alcorn State University Lorman, Mississippi
Date Posted	Jun. 25, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services
Job Website	https://jobopps.alcorn.edu/postings/7200

Apply By Email

Job Description

The incumbent assists the department/unit supervisor with administrative activities and coordinates various administrative processes and projects. He/she is the primary or lead departmental administrative support position and has primary responsibility for a wide variety of complex and difficult processes associated with work unique to the department.

Contact Information

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

Contact



Administrative Assistant III
Alcorn State University

Direct Link: <https://www.AcademicKeys.com/r?job=238160>

Downloaded On: Apr. 4, 2025 1:43am

Posted Jun. 25, 2024, set to expire May 10, 2025