

**Administrative Assistant II  
Alcorn State University**

Direct Link: <https://www.AcademicKeys.com/r?job=238247>

Downloaded On: Jun. 3, 2025 4:31am

Posted Jun. 27, 2024, set to expire Jun. 4, 2025

<b>Job Title</b>	Administrative Assistant II
<b>Department</b>	Campus Police
<b>Institution</b>	Alcorn State University Lorman, Mississippi
<b>Date Posted</b>	Jun. 27, 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>	Public Safety Administrative Support/Services
<b>Job Website</b>	<a href="https://jobopps.alcorn.edu/postings/7211">https://jobopps.alcorn.edu/postings/7211</a>
<b>Apply By Email</b>	

**Job Description**

The incumbent is generally 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 judgement and initiative.

**Contact Information**

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

**Contact**

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