

Administrative Support Associate
Auburn University

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Downloaded On: Aug. 10, 2024 11:20am

Posted Jul. 31, 2024, set to expire Dec. 13, 2024

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| Job Title | Administrative Support Associate |
| Department | Mathematics & Statistics |
| Institution | Auburn University Auburn, Alabama |
| Date Posted | Jul. 31, 2024 |
| Application Deadline | Open until filled |
| Position Start Date | Available immediately |
| Job Categories | Classified Staff |
| Academic Field(s) | Administrative Support/Services |
| Job Website | https://www.auemployment.com/postings/47417 |

Apply By Email

Job Description

The Department of Mathematics and Statistics at Auburn University is seeking an Administrative Support Associate. This individual will provide varied administrative and clerical support for the department's Chair, Faculty and Staff.

Auburn University is more than just an institution; it's a vibrant community where real people come together to make a difference. Our commitment to students, employees, communities, and our world runs deep, and it's reflected in every corner of our campus and beyond.

Life-Changing Impact: At Auburn, our work changes lives. Whether it's groundbreaking research, innovative teaching, administrative operations or community outreach, every effort contributes to positive change. We're not just clocking in; we're making a lasting difference in the lives of others.

How We Support You: Auburn cares for its greatest assets—its employees. Generous benefits, educational opportunities, and a supportive work environment make it a place where you can thrive.



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From health insurance to retirement plans, we've got you covered. Learn more about how we support employees by visiting aub.ie/working-at-auburn.

Come and Stay: The median length of employment for an Auburn employee is **10 years**. That's because Auburn invests in its people. We're not a revolving door; we're a family. The Auburn Family. We grow together, learn together, and build lasting relationships.

Sweet Home Alabama: The Auburn/Opelika area exudes small-town charm and warmth. With cozy traditions, excellent schools, and vibrant downtowns, it's a place where you'll feel at home. Plus, we're centrally located in the Southeast with easy access to Atlanta, Birmingham, and the Gulf of Mexico beaches.

A Place for Everyone: We are committed to fostering an environment where everyone feels valued and respected, and we celebrate our unique perspectives, backgrounds, and experiences. When you work at Auburn, you're a part of a rich tapestry of individuals who bring their authentic selves to the table to create a welcoming and engaging university community.

Contact Information

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

Contact