

Administrative Assistant I
Alcorn State University

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Posted Aug. 8, 2024, set to expire May 10, 2025

Job Title	Administrative Assistant I
Department	School of Arts & Sciences
Institution	Alcorn State University Lorman, Mississippi
Date Posted	Aug. 8, 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/7272
Apply By Email	
Job Description	

Job Summary

Provides administrative assistance to the Fine Arts department Chair, Faculty and Students. The Candidate must practice confidentiality, of records and other department information. Communicate effectively utilizing excellent oral and writing skills. The candidate must follow instructions and provide clerical and secretarial duties pertinent to the Fine Arts Department. Reports to the Chair of Fine Arts

Knowledge Skills and Abilities

Knowledge of supplies, equipment and/or services ordering and inventory control

- Skilled the use of operating basic office equipment
- Organizing and coordinating Records skills

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- Reception skills
- Ability to communicate effectively, both orally and in writing
- Ability to maintain calendars and schedule appointments
- Ability to understand and follow specific instructions and procedures
- Ability to maintain confidentiality of records and information
- Ability to create, compose, and edit written materials / Fine Arts Programs and posts

Essential Job Functions

- Performs a wide variety of assignments which may be confidential in nature and require research to complete; operates personal computer to compose, edit, revise, tabulate and print letters, tables, reports and other materials
- Greets and directs visitors, resolves routine administrative problems and answers inquiries concerning activities and operations of department/division; accepts screens and routes telephone calls; maintains log of inquiries as required
- Performs a range of staff and/or operational support activities; may serve as a liaison with other departments on basic administrative and/or operational matters
- Sorts, screens, and distributes incoming and outgoing mail, drafts or prepares responses to routine inquiries, and operates a variety of office equipment
- Establishes, maintains, processes and updates files, records, certificates, and/or other documents
- Other related duties, as assigned by department Chair
- Maintains Work-Study student records and work hours
- Completes EPAF's and requisitions for the Fine Arts Department

Qualifications

- Bachelors degree from an Accredited Institution
- Three years of experience related to the duties and responsibilities specified

Contact Information

Please reference Academickeys in your cover letter when

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applying for or inquiring about this job announcement.

Contact

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