

**Administrative Assistant I  
Alcorn State University**

Direct Link: <https://www.AcademicKeys.com/r?job=242877>

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

<b>Job Title</b>	Administrative Assistant I
<b>Department</b>	School of Arts & Sciences
<b>Institution</b>	Alcorn State University Lorman, Mississippi
<b>Date Posted</b>	Aug. 8, 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>	Administrative Support/Services
<b>Job Website</b>	<a href="https://jobopps.alcorn.edu/postings/7272">https://jobopps.alcorn.edu/postings/7272</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### **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 applying for or inquiring about this job announcement.

### **Contact**



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