

## Administrative Assistant I Alcorn State University

Direct Link: <https://www.AcademicKeys.com/r?job=245680>

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Posted Sep. 24, 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>	Sep. 24, 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/7329">https://jobopps.alcorn.edu/postings/7329</a>

### Apply By Email

### Job Description

Provides administrative assistance to the Biological Sciences 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 Biological Sciences Department.

### Contact Information

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

### Contact



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