

Administrative Assistant I Alcorn State University

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Posted Sep. 24, 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	Sep. 24, 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/7329

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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