Administrative Assistant II
Alcorn State University

Job Title	Administrative Assistant II
Department	University College
Institution	Alcorn State University
	Lorman, Mississippi
Date Posted	Jan. 10, 2025
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/7465
Apply By Email	

Job Description

The incumbent is generally the primary or lead administrative support position in the department and performs duties as assigned, working independently, applying well-developed secretarial and office support knowledge, while exercising independent judgment and initiative.

Contact Information

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

Contact

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