



UNLOCKING ACADEMIC CAREERS

- General knowledge of library policies, procedures and techniques
- Knowledge of office practice
- Knowledge of inventory procedures
- Knowledge of general accounting principles
- Ability to use MS Office Products, including Outlook, PowerPoint and Excel
- Ability to type at least 55 words per minute
- Effective communication skills, verbal, written and interpersonal
- Ability to work independently in the absence of direct supervision
- Ability to plan, schedule and organize work
- Ability to effectively handle multiple tasks concurrently

Job Title
Department

Clerical Assistant, Reference
University Libraries

Institution

Alcorn State University

Essential Job Functions

Lorman, Mississippi

- Types bibliographies, order cards, purchase orders, labels, reports, etc.
- Processes materials for bibliographic instruction and other instructional modules
- Assists patrons using the Reference Collection and online databases
- Works the Reference Desk, as scheduled, addressing directional and general reference questions and making referrals to the Reference Librarian
- Verifies and processes Inter-Library Loans
- Works at Circulation Desk on rotational nights and weekends

Application Deadline

Open until filled

Position Start Date

Available immediately

Job Categories

Classified Staff

Qualifications

Academic Field(s)

Library

Bachelor's degree in Office Management, Business or related area

Job Website

<https://jobopps.alcorn.edu/postings/7737>

One (1) year related experience

Apply By Email

Job Description

The incumbent provides clerical support for the Reference Department of Alcorn State University Libraries.

Clerical Assistant, Reference
Alcorn State University

Direct Link: <https://www.AcademicKeys.com/r?job=261670>

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Contact Information

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

Contact

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