

Clerical Assistant, Archivist
Alcorn State University

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Posted Aug. 28, 2025, set to expire May 10, 2026

Job Title	Clerical Assistant, Archivist
Department	University Libraries
Institution	Alcorn State University Lorman, Mississippi
Date Posted	Aug. 28, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Library Administrative Support/Services
Job Website	https://jobopps.alcorn.edu/postings/7736
Apply By Email	
Job Description	

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

Knowledge Skills and Abilities

- General knowledge of library policies, procedures and techniques
- Knowledge of office practices and procedures
- Knowledge of inventory procedures
- Knowledge of filing and record keeping
- Ability to use MS Office Products, including Outlook, PowerPoint and Excel
- Ability to type at least 55 words per minute

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- 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

Essential Job Functions

- Maintain orderly archive and special collections
- Serves in a supporting role, responding to Archives and Special Collections reference requests
- Coordinates and assists in collection-specific activities and functions (e.g., lectures, displays, conferences, meetings, etc.)
- Coordinates, assesses, arranges, describes and processes collections as assigned by the Archivist, per local and professional standards
- Monitors service point areas (computer lab, circulation and media center) as needed

Qualifications

- Bachelor's degree in Office Management, Business or related area
- One (1) year related experience

Contact Information

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

Contact

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