

Clerical Assistant, Reference
Alcorn State University

Direct Link: <https://www.AcademicKeys.com/r?job=262490>

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Posted Sep. 15, 2025, set to expire May 10, 2026

Job Title	Clerical Assistant, Reference
Department	University Libraries
Institution	Alcorn State University Lorman, Mississippi
Date Posted	Sep. 15, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services Library
Job Website	https://jobopps.alcorn.edu/postings/7781
Apply By Email	
Job Description	

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

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Knowledge Skills and Abilities

- General knowledge of library policies, procedures and techniques
- Knowledge of office practices and procedures
- 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

Essential Job Functions

- 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

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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