

**Administrative Assistant I**  
**Alcorn State University**

Direct Link: <https://www.AcademicKeys.com/r?job=262632>

Downloaded On: Sep. 17, 2025 10:09pm

Posted Sep. 17, 2025, set to expire May 10, 2026

<b>Job Title</b>	Administrative Assistant I
<b>Department</b>	School of Education & Psychology
<b>Institution</b>	Alcorn State University Lorman, Mississippi
<b>Date Posted</b>	Sep. 17, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Administrative Support/Services
<b>Job Website</b>	<a href="https://jobopps.alcorn.edu/postings/7810">https://jobopps.alcorn.edu/postings/7810</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

The incumbent is 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.



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**Skills and Abilities**

Knowledge of supplies, equipment and/or services ordering and inventory control

Records maintenance skills

Skilled the use of operating basic office equipment

Organizing and coordinating skills

Reception skills

Ability to communicate effectively, both orally and in writing

Ability to maintain calendars and schedule appointments

Ability to understand and follow specific instructions and procedures

Ability to maintain confidentiality of records and information

Ability to create, compose, and edit written materials

**Essential Job Functions**

Performs a wide variety of assignments which may be confidential in nature and require research to complete reports and other materials

Greets and directs visitors, resolves routine administrative problems and answers inquiries concerning activities of department/division; accepts screens and routes telephone calls; maintains log of inquiries as required

Performs a range of staff and/or operational support activities; may serve as a liaison with other departments on operational matters

Sorts, screens, and distributes incoming and outgoing mail, drafts or prepares responses to routine inquiries

Establishes, maintains, processes and updates files, records, certificates, and/or other documents

Arranges meetings and conferences, schedules interviews and appointments, and performs other duties related to these arrangements, as required

Orders, stocks, and distributes office supplies

Performs basic, routine booking functions

May instruct and oversee the activities of student employees

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**Qualifications**

High school diploma

Bachelor's degree preferred in secretarial science, business administration, or office administration

Three to five years of secretarial experience required

Will consider applicant with any combination of education, training, and/or experience equivalent.

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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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