

Administrative Assistant II
Alcorn State University

Direct Link: <https://www.AcademicKeys.com/r?job=267864>

Downloaded On: Nov. 5, 2025 7:02pm

Posted Nov. 5, 2025, set to expire May 10, 2026

Job Title	Administrative Assistant II
Department	Academic Affairs Department
Institution	Alcorn State University Lorman, Mississippi
Date Posted	Nov. 5, 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/7866
Apply By Email	
Job Description	

This position serves as a key administrative support role within the Office of Academic Affairs (OAA). The appointed Individual will be expected to perform assigned responsibilities with minimal supervision, apply advanced administrative and office management competencies, and consistently demonstrate sound Judgment and professional initiative.

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Knowledge Skills and Abilities

Knowledge of database applications, web content management, and administrative business systems

Records maintenance skills

Organizing and coordinating skills

Keyboarding and reception skills

Ability to communicate effectively, both orally and in writing

Ability to operate and troubleshoot electronic office equipment, computers, and peripherals.

Ability to maintain confidentiality of records and information

Essential Job Functions

Supports the administrative business functions of the OAA

Provides front desk reception services, maintain calendars, schedule appointments, coordinate meetings, organize travel arrangements and prepare travel documents for OAA staff

Assists with event planning (Commencement, Faculty/Staff Institute, etc.) and running office errands

Drafting, reviewing, and sending office correspondence. This includes emails, newsletters, announcements and prioritizing Incoming communications according to urgency and relevance

Record keeping, copying documents and maintaining a filing system Update website content for the OAA

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Qualifications

Maximum Education: Bachelor's degree

Minimum Experience: Three (3) years of increasingly responsible clerical, secretarial and office administrative support experience, including two (2) years of experience at a level comparable to an Administrative Assistant I

Contact Information

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

Contact

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