

SBDC Administrative Assistant II
Alcorn State University

Direct Link: <https://www.AcademicKeys.com/r?job=268098>

Downloaded On: Nov. 9, 2025 1:48pm

Posted Nov. 9, 2025, set to expire May 10, 2026

Job Title	SBDC Administrative Assistant II
Department	School of Business
Institution	Alcorn State University Lorman, Mississippi
Date Posted	Nov. 9, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Human Resources Administrative Support/Services
Job Website	https://jobopps.alcorn.edu/postings/7870
Apply By Email	
Job Description	

The incumbent typically holds the primary or lead administrative support position in the department and performs duties as assigned, working independently to apply well-developed secretarial and office support knowledge, while exercising independent judgment and initiative. He/she also serves as coordinator of talent acquisition services in the Office of Human Resources Management.

**SBDC Administrative Assistant II
Alcorn State University**

Direct Link: <https://www.AcademicKeys.com/r?job=268098>

Downloaded On: Nov. 9, 2025 1:48pm

Posted Nov. 9, 2025, set to expire May 10, 2026

Knowledge Skills and Abilities

Knowledge of principles and practices of human resources employment administration

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 departmental financial records and accounts, and prepare financial reports as required

**SBDC Administrative Assistant II
Alcorn State University**

Direct Link: <https://www.AcademicKeys.com/r?job=268098>

Downloaded On: Nov. 9, 2025 1:48pm

Posted Nov. 9, 2025, set to expire May 10, 2026

Essential Job Functions

Serves as administrative assistant to the Director or other supervisor

Provides or oversees reception services, scheduling appointments, meetings, and travel

Coordinates projects and assists in the completion of reports by researching and gathering required information and preparing reports

Serves as the communication hub of the department by communicating information from the supervisor to others, collecting and organizing information

Obtains equipment, services and supplies needed by the department by maintaining an inventory of office supplies, purchasing equipment and supplies

Assists with employment processes to varying degrees

Supports the administrative business functions of the department

Assists the supervisor to varying degrees in maintaining financial control of departmental accounts by reconciling purchases, tracking expenditures, and maintaining internal records of expenditures

Qualifications

- High school diploma or GED Completed degree(s) from an accredited institution that are above the minimum education requirement may be substituted for experience on a year for year basis
- Three (3) year 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

**SBDC Administrative Assistant II
Alcorn State University**

Direct Link: <https://www.AcademicKeys.com/r?job=268098>

Downloaded On: Nov. 9, 2025 1:48pm

Posted Nov. 9, 2025, set to expire May 10, 2026

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

Contact

,