

**SBDC Administrative Assistant II**  
**Alcorn State University**

Direct Link: <https://www.AcademicKeys.com/r?job=268203>

Downloaded On: Nov. 12, 2025 6:22pm

Posted Nov. 12, 2025, set to expire May 10, 2026

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|-----------------------------|-------------------------------------------------------------------------------------------------|
| <b>Job Title</b>            | SBDC Administrative Assistant II                                                                |
| <b>Department</b>           | School of Business                                                                              |
| <b>Institution</b>          | Alcorn State University<br>Lorman, Mississippi                                                  |
| <b>Date Posted</b>          | Nov. 12, 2025                                                                                   |
| <b>Application Deadline</b> | Open until filled                                                                               |
| <b>Position Start Date</b>  | Available immediately                                                                           |
| <b>Job Categories</b>       | Coordinator                                                                                     |
| <b>Academic Field(s)</b>    | Human Resources<br>Administrative Support/Services                                              |
| <b>Job Website</b>          | <a href="https://jobopps.alcorn.edu/postings/7881">https://jobopps.alcorn.edu/postings/7881</a> |
| <b>Apply By Email</b>       |                                                                                                 |
| <b>Job Description</b>      |                                                                                                 |

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.

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**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

**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

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**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**

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

**Contact**

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