

**Administrative Assistant I
Alcorn State University**

Direct Link: <https://www.AcademicKeys.com/r?job=231314>

Downloaded On: May. 8, 2024 12:52am

Posted Feb. 23, 2024, set to expire Jun. 24, 2024

Job Title Administrative Assistant I
Department School of Arts & Sciences
Institution Alcorn State University
Lorman, Mississippi

Date Posted Feb. 23, 2024

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/6988>

Apply By Email

Job Description

The incumbent in this entry level class in the Administrative Assistant Services provides responsible and difficult clerical and secretarial duties of a general and specialized nature in support of the assigned department, division, or program area.

Reports to the Chair, Social Sciences and Chair, Social Work

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
- One (1) year of experience related to the duties and responsibilities specified

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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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