



Savannah State University Position Description – Administrative Assistant – Title III

POSITION DESCRIPTION

Position Title: Administrative Assistant FLSA Status: Non-Exempt
Reports to: Director of Title III
Department: Title III
Date Prepared: October 11, 2007

BASIC FUNCTION

Under general supervision, perform administrative tasks of a complex nature requiring initiative, and independence in the areas of grants management, office management, fiscal management, and human relations. Performs secretarial/clerical, and office functions requiring an advanced level of abilities and skills.

NATURE & SCOPE

Reporting to the Director of Title III, the Administrative Assistant provides administrative tasks/clerical duties include composing correspondence, coordination of meetings, filing, data and records management, support services for budget matters, and assistance with special projects related to the grant.

This position requires the interpretation and application of complex rules, regulations, policies and procedures specific to grants management

PRINCIPAL ACCOUNTABILITIES

- Perform advanced word processing and spreadsheet applications
- Maintain filing systems and logs
- Assist in the development and monitoring of the department budget and prepares purchase requisitions
- Assist with grant application and submission
- Compose, type, edit, and distribute a variety of correspondence and office publications
- Manage the Title III website
- Maintain staff calendars, schedule meetings, prepare meeting agendas, and take meeting notes
- Perform other related duties as assigned

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

Bachelor's degree or completion of administrative assistant, office management, or secretarial training and two years of progressive job-related experience with demonstrated competence.

Must be proficient in Microsoft Office Suite and Excel, website maintenance and/or development, Microsoft Publisher or other publishing software.

Effective use of a variety of office equipment including, but not limited to, a personal computer, fax and copy machine, calculator and other peripheral equipment.

Ability to effectively communicate and interact with a variety of individuals to develop and maintain productive relationship.