



Savannah State University Position Description – Administrative Assistant

POSITION DESCRIPTION

Position Title: Administrative Assistant FLSA Status: Exempt
Reports to: Registrar
Department: Registrar
Date Prepared: June 2003

BASIC FUNCTION

This position provides broad-based assistance to the Registrar in daily procedures such as maintaining students' records, interpreting policies to students, faculty, staff, parents, state and government agencies which are mandated by the Board of Regents.

NATURE & SCOPE

Reporting to the Registrar, this position provides broad-based assistance in all areas of the department.

This position edits and submits SSIRS, CIR, SUR and assists with FIR each semester and annually as mandated by the Board of Regents.

The incumbent assists in end of grade processing, supervises subordinates and student workers. The Administrative Assistant assists the campus community, and resolves problems and issues with secretaries, serves as a counselor for VA students, and monitors students with Regent's exam requirement.

This position helps to maintain student grade record and makes changes and revisions as appropriate.

PRINCIPAL ACCOUNTABILITIES

- Prepares, edits and submits reports to Board of Regents.
- Prepares, monitors and submits VA students' certifications of enrollment to VA Regional Office.
- Assists in maintaining students' records, and advising faculty and staff as needed.
- End of grade processing.
- Building course materials; course schedules.
- Acts as Registrar in his absence.
- Assists campus community, students, faculty, and staff with Banner problems.
- Man counter, complete timesheets
- Register and adjust student courses; enter transfer credit.

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

This position requires a four-year college degree.

