



Savannah State University Position Description – Administrative Secretary

POSITION DESCRIPTION

Position Title: Administrative Secretary FLSA Status: Nonexempt
Reports to: Associate Director of Admissions
Department: Admissions
Date Prepared: June 2003

BASIC FUNCTION

This position is responsible for a variety of administrative and clerical duties. These include scheduling campus tours, answering incoming and outgoing calls to assist callers by providing detailed information about the institution, assisting incoming students, greeting visitors, preparing reports for th Pathways Office meetings, organizing and maintaining files, as well as operating office equipment.

NATURE & SCOPE

Reporting to the Associate Director of Admissions, this position provides critical administrative support for the Admissions office.

This position is viewed as a valuable team member that assumes added responsibilities to assist in maintaining office efficiency. The incumbent assists with transfer evaluation of students. This requires inputting the transfer credits on a particular student for financial aid purposes or graduation completion.

The incumbent is often required to respond to inquiries for information and serves a critical communications role operating facsimile machines, photocopiers, telephones with multiple lines and voicemail.

PRINCIPAL ACCOUNTABILITIES

- Processes college transfer credit hours from a previous institution.
- Assists newly enrolled Pathways to Teaching Scholars with registration during the semester by preparing requisition documentation for payment of tuition at either SSU or AASU.
- Maintains and updates records for Pathways Scholars.
- Answers telephone.
- Performs other office related duties as assigned by the Supervisor.

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

This position requires four years of high school or GED equivalent.

