



Savannah State University Position Description – Administrative Secretary

POSITION DESCRIPTION

Position Title: Administrative Secretary FLSA Status: Nonexempt
Reports to: Dean
Department: Enrollment Management
Date Prepared: June 2003

BASIC FUNCTION

This position oversees the varied and critical secretarial, administrative and public relations duties of the Enrollment Management unit. Day-to-day operations involve preparation of proposals, collection, maintenance and distribution of administrative documents used to support Department of Education grant compliance and reports.

NATURE & SCOPE

Reporting to the Dean of Enrollment Management, the Administrative Secretary provides critical day-to-day administrative support in all areas of Enrollment Management.

This position works with a variety of correspondence and reports in rough draft form, such as budgets, proposals, grants, various forms and charts.

The incumbent prepares the Title III Enrollment Management Excel spreadsheet for travel, equipment, and supplies.

Another requirement of this position is the supervision of Student Workers. Most of the time one Student Worker is assigned to Enrollment Management.

PRINCIPAL ACCOUNTABILITIES

- Maintains communications with students, faculty and staff.
- Prepares word processing for correspondence and reports from rough drafts.
- Maintains and administers documents, data collection, and distribution.
- Answers/screens calls to route to appropriate departments; processes purchase orders and check requests for each program.
- Prepares Department of Education reports; schedules conferences and workshops.

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

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