



Savannah State University Position Description – Administrative Secretary

POSITION DESCRIPTION

Position Title: Administrative Secretary FLSA Status: Nonexempt
Reports to: Department Chairperson
Department: Social & Behavioral Sciences
Date Prepared: June 2003

BASIC FUNCTION

This position performs administrative duties in support of the Social & Behavioral Sciences Department. It requires excellent communications skills, a thorough knowledge of SSU's policies and office management proficiency.

NATURE & SCOPE

Reporting to the Department Chairperson, this position is expected to support the Chairperson and department staff by handling and routing phone calls, visitors, and mail. Office management skills along with computer software know how is important to accomplishing the input and retrieval of data from Banner and PAWS.

This incumbent must oversee and maintain inventory equipment as well as handle the requisition of new materials and equipment.

Interpersonal skills are highly utilized in working effectively with the Chair, faculty and staff, supervising student workers and greeting the public in general.

In addition, this position schedules appointments, must display a professional demeanor, and take initiative to accomplish tasks.

PRINCIPAL ACCOUNTABILITIES

- Assists students and the public with questions for the department.
- Screens calls, schedules appointments and routes incoming mail.
- Provides secretarial support to the Department Chair and faculty. Supervises student workers.
- Composes letters, reports and proposals. Transcribes and distributes the minutes of the monthly departmental meetings.
- Types course schedules and enters data using SCT BANNER System.
- Maintains accurate filing system, and office/equipment inventory.

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

This position requires two years of college or vocational/technical school.

