



Savannah State University Position Description – Administrative Secretary

POSITION DESCRIPTION

Position Title: Administrative Secretary FLSA Status: Nonexempt
Reports to: Project Director
Department: Student Support Services
Date Prepared: June 2003

BASIC FUNCTION

This position provides secretarial and general clerical support to the direct administrator within the department. Major responsibilities include typing, filing, copying, answering telephone, serving as receptionist, establishing follow-up systems and performing other secretarial/clerical assignments.

NATURE & SCOPE

Reporting to the Project Director, the Administrative Secretary provides essential secretarial and clerical support for the department.

This position monitors and maintains program records through ensuring that accurate files are maintained. The incumbent receives and prepares outgoing correspondence for the department.

The incumbent also tutors and advises participants where applicable and is expected to effectively carry out these accountabilities in the absence of the Project Director.

PRINCIPAL ACCOUNTABILITIES

- Maintains records on personnel, budgetary and purchasing transactions.
- Maintains appointment schedules, calendars, arranges meetings and conferences.
- Schedules travel arrangements.
- Composes correspondence, and performs other secretarial/clerical duties as assigned

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

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