



Savannah State University Position Description – Administrative Secretary

POSITION DESCRIPTION

Position Title: Administrative Secretary FLSA Status: Nonexempt
Reports to: Project Director
Department: Talent Search
Date Prepared: June 2003

BASIC FUNCTION

This position exists for the purpose of creating, organizing and developing systematic approaches to analyzing and maintaining a statistical database management system that proves outcomes as prescribed in the Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP).

NATURE & SCOPE

Reporting to the Project Director, this position supports the services of the GEAR UP program by providing administrative assistance to the Director.

It is crucial that this position maintain accurate and up-to-date record of the progress of the program.

PRINCIPAL ACCOUNTABILITIES

- Database management.
- Maintains general files, account records, student records, and computer data files.
- Maintains records on personnel, budgetary and purchasing transactions.
- Reviews assigned and related work areas referring inquiries to appropriate persons as required. Types and proofs all required office secretarial work.
- Makes travel arrangements and prepares expense vouchers.
- Executes all other duties as assigned by Coordinator.

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

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