



Savannah State University Position Description – Administrative Secretary

POSITION DESCRIPTION

Position Title: Administrative Secretary FLSA Status: Nonexempt
Reports to: Registrar
Department: Registrar
Date Prepared: June 2003

BASIC FUNCTION

This position is responsible for answering the telephone, screening calls, routing calls, greeting and assisting students, faculty, personnel and visitors. Opens, date stamps and logs all incoming correspondence. Orders supplies for office personnel.

NATURE & SCOPE

Reporting to the Registrar, the Administrative Secretary provides secretarial and clerical support for the Department of the Registrar.

The position is the first point of contact either by phone or personal visit to the office, and greets and assists all visitors and handles directing telephone calls to the appropriate individual.

The incumbent maintains important records, logs incoming correspondence and transmits monies to the Cashier's Office received for transcripts and duplicate copies of degree.

This position is available to assist and support in other areas as assigned.

PRINCIPAL ACCOUNTABILITIES

- Answers the telephone, screens calls, route calls to appropriate person.
- Greets and assists students, faculty, personnel and visitors.
- Opens and date stamps all incoming mail and distributes to office personnel.
- Prepares letters, requisitions and other documents, and orders supplies for the office.
- Assists with pre-registration, registration and drop and add.
- Inputs information into students' records.
- Transmits monies received for transcripts to the Cashier's Office.

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

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

