



# Savannah State University

## Position Description – Administrative Specialist to the VP Student Affairs

### ***POSITION DESCRIPTION***

Position Title: Administrative Specialist to the VP                      FLSA Status: Exempt  
Reports to: Vice President for Student Affairs  
Department: Student Affairs  
Date Prepared: June 2003

### ***BASIC FUNCTION***

Independently performs work which may include supervision over a small group of subordinates in general office duties. Primary emphasis, however, is on relieving an administrative official of operational details by performing responsible secretarial and administrative clerical duties.

### ***NATURE & SCOPE***

Under the direction of the Vice President of Student Affairs, this position is accountable for providing administrative duties and overall office support in an efficient and timely manner. It is also vital for the incumbent to greet each person as a customer seeking service.

This position spends a small portion of the time supervising others and at times serves on project oriented teams. Most of the time the role is as a team member providing secretarial support.

The Administrative Specialist is responsible for insuring continued liaisons with assigned suppliers, customers and/or distributors for purposes of effective office operation. This position maintains and updates budget records for the office.

### ***PRINCIPAL ACCOUNTABILITIES***

- Provides administrative assistance and performs clerical and secretarial duties to the Office of Student Affairs, Center for Student Ethics and Center of Student Programs and Organizations
- Provides assistance to the Vice President by answering correspondences, plan appointments, make travel arrangements, prepare technical and confidential reports, requisitions and forms, and maintain personnel files
- Mail and maintain Student Ethics correspondences and reports, and greet individuals and groups providing information, read incoming mail and route appropriately. Manages day-to-day activities of office and supervises and evaluates student workers.

### ***SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED***

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