



Savannah State University
Position Description – Administrative Assistant /
Office Manager

POSITION DESCRIPTION

Position Title: Administrative Assistant/Office Manager FLSA Status: Exempt
Reports to: Director for the School of Teacher Education
Division: School of Teacher Education
Date Prepared: June, 2011

BASIC FUNCTION

This position is responsible for directing and managing office operations and functions; and, for completing projects as assigned by and in support of the Director for the School of Teacher Education (SOTE). The ideal candidate must have impeccable people skills and exemplify excellent customer service, be insightful on specific matters, detailed oriented and have the ability to follow through.

NATURE & SCOPE

Reporting to the Director of SOTE, this position supports the department by successfully creating and/or modifying processes which allows the Director to focus his/her efforts more effectively to handle more complex administrative tasks.

PRINCIPLE ACCOUNTABILITES

- Responsible for Calendar Management
- Requires interaction with both internal and external executives and assistants, as well as consultants, to coordinate a variety of complex executive meetings.
- Plan, schedule, and track project milestones and deliverables.
- Edit and modify project dependencies and critical paths.
- Answer phones and direct all incoming calls to appropriate party promptly.
- Communicate and handle incoming and outgoing electronic communications on behalf of the team.
- Assist the team with preparation of presentation materials.
- Manage the SOTE website.

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

Five or more years experience as an office manager and/or administrative assistant in a highly professional, fast-paced office environment; customer service experience required. Excellent computer, written and verbal communication skills; extreme attention to detail and time management; ability to handle multiple priorities effectively; working knowledge of office machines and equipment (fax machines, copier, printer, etc.) Knowledgeable of ADP, BANNER and PeopleSoft.