Savannah State University
Position Description – Administrative Assistant

POSITION DESCRIPTION

Position Title: Administrative Assistant FLSA Status: Nonexempt

Reports to: Assistant Director of Admissions for Operations

Division: Admissions

Date Prepared: May, 2010

BASIC FUNCTION

This position is responsible for a variety of administrative and clerical duties. These include answering the telephone, screening calls, routing calls, greeting and asisting students, faculty, personnel and visitors, opening, scanning and logging all incoming correspondence, ordering supplies for office personnel and monitoring office supply inventory.

NATURE & SCOPE

Reporting to the Assistant director of Admissions for Operations, the Administrative Assistant provides critical administrative and clerical support for the Office of Admissions.

The position is the initial 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/scans incoming correspondence and assists with entering admission application data into SCT Banner and is often required to respond to inquiries for information and serves a critical communications role operating telephones with multiple lines, facsimile machines, photocopiers and document imaging devices.

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

PRINCIPLE ACCOUNTABILITES

- Answers the telephone, screens calls, route calls to appropriate person.
- Greets and assists students, faculty, personnel and visitors.
- Opens and scans all incoming mail and distributes to office personnel.
- Prepares letters, requisitions and other documents, and orders supplies for the office.
- Assists with admission open houses and daily tour schedules.
- Inputs information into SCT Banner student records.
- Prepares purchase requisition forms for supply orders through ADP.

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

This position requires four years of high school or GED equivalent. Bachelor Degree is preferred. Excellent customer service, interpersonal and communication skills are required.