



Savannah State University Position Description – Administrative Secretary

POSITION DESCRIPTION

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

BASIC FUNCTION

This position provides assistance to the Director delivering necessary services to Upward Bound students. This includes keeping accurate records/files, contacting students/parents and being available for any other duties.

NATURE & SCOPE

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

Aside from providing the clerical support, this position also serves as a team member in a Program Specialist's absence.

PRINCIPAL ACCOUNTABILITIES

- Maintains records/files on personnel, students, and purchasing transactions.
- Initiates standard forms/documents.
- Composes letters/memos.
- Types/proofs minutes of meetings, correspondence, data, newsletters.
- Maintains appointment schedules and arranges meetings.

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

This position requires a four-year college degree.