



## Savannah State University Position Description – Assistant Area Coordinator

### ***POSITION DESCRIPTION***

Position Title: Assistant Area Coordinator FLSA Status: Exempt  
Reports to: Project Director Talent Search  
Department: Access (Talent Search)  
Date Prepared: June 2003

### ***BASIC FUNCTION***

The primary purpose of this position is to help students and their parents make timely informed decisions that will adequately prepare young people for their higher education and career goals. This accomplished by planning, implementing and assessing all programmatic goals and objectives.

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

Reporting to the Project Director, this position operates within well-defined procedures and precedents. The incumbent is frequently responding to inquiries or exchanging information to assist students with the pursuit of their goals. The incumbent focuses on ensuring that the services provided produce a measurable and desired result.

This position from time-to-time coordinates the work of other employees, to assist in achieving the position accountabilities.

In carrying out the specific objectives of the position the incumbent must maintain numerous contacts both inside Savannah State University and in the community at large. This includes contact with individuals throughout the state.

### ***PRINCIPAL ACCOUNTABILITIES***

- Provides Prep/ETS services to students in middle and high schools
- Coordinates, plans, and participates in readiness sessions for students
- Gathers and disseminates report data as directed by the policy of State Director
- Coordinates, plans and participates in college visits both in-state and out-of-state, and assists with several summer programs
- Performs other related programs as assigned by Director of Access Programs

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

This positions requires an advanced degree.