



Savannah State University Position Description – Assistant Director Administrative

POSITION DESCRIPTION

Position Title: Assistant Director Administrative FLSA Status: Exempt
Reports to: Project Director
Department: Talent Search
Date Prepared: June 2003

BASIC FUNCTION

This position assumes the responsibilities in the absence of the Director of Educational Talent Search supervising program specialists and coordinating activities, workshops, college tours and field trips.

NATURE & SCOPE

Reporting to the Project Director, this position is charged with implementing grant goals and objectives and ensuring service delivery to program participants.

This position serves as a team leader and must make decisions on certain matters. The incumbent assists and monitors projects and sometimes spearheads them. However, if a staff person is assigned to chair an activity the incumbent will work with them in any capacity that is helpful.

This position is challenged by some of the preset deadlines that are usually last minute items.

The Assistant Director serves as a representative of Savannah State interfacing with many individuals outside the Savannah State community.

PRINCIPAL ACCOUNTABILITIES

- Provides services to the 9th – 12th grades as outlined in the Educational Talent Search proposal.
- Coordinates all college tours, field trips, special activities and/or workshops.
- Supervises the program specific activities of program specialists to ensure the continuity of the Educational Talent Search program.
- Processes reports and evaluations of program activities.
- Conducts bi-weekly staff meetings.
- Keeps records of program participants up to date and accurate.

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

This position requires an advanced degree (J.D., PhD, Master's, etc.)

