



## Savannah State University Position Description – Assistant to the Dean - Administrative Affairs

### ***POSITION DESCRIPTION***

Position Title: Assistant to the Dean-Administrative Affairs FLSA Status: Exempt  
Reports to: Dean  
Department: College of Business  
Date Prepared: June 2003

### ***BASIC FUNCTION***

This position assists in the planning and administration of all non-academic aspects of the operation of the College of Business Administration. Under the direction of Dean and Associate Dean, this position assists in any academic aspects of the operation of the College.

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

Reporting to the Dean of the College of Business Administration, this position provides assistance in a number of areas affecting the operation of COBA.

This position monitors the COBA budget, the Dean's budget, Advisory Board Budget and the Professional Financial Planning Program. The incumbent is also involved in processing requisitions for travel authorization, reimbursement, supplies, equipment, and program. The programs include BEEP, Evenings with the Business Professionals and other special projects.

Budgets are also reconciled with actual transactions, ensuring that adherence to all policies are followed by faculty and staff.

### ***PRINCIPAL ACCOUNTABILITIES***

- Maintains financial records for academic and non-academic functions of the College of Business Administration.
- Supervises the administrative staff of the College. This includes the selection, evaluation, promotion, discipline, etc.
- Composes, edits, produces and presents reports on all aspects of the College of Business Administration.
- Oversees the ordering and stocking of supplies and equipment used within the College. Monitors costs for most efficient use of supplies.
- Represents College at activities as specified by the Dean.

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

This position requires beyond four years of college but typically less than an advanced degree.