



Savannah State University Position Description – Office Manager

POSITION DESCRIPTION

Position Title: Office Manager FLSA Status: Exempt
Reports to: Associate Director of Admissions
Department: Admissions
Date Prepared: June 2003

BASIC FUNCTION

This position provides administrative and clerical support to the Office of Admissions and is responsible for generating, processing and mailing letters to undergraduate student applicants. The letters processed are acknowledgement letters, acceptance/denial letters and follow-up letters. Other duties include college transfer student credit evaluations, managing clerical staff and coordinating University tour program.

NATURE & SCOPE

Reporting to the Associate Director of Admissions, this position helps ensure timely and accurate responses to perspective students.

This position manages the clerical support area, while providing back-up as needed. It is this position's responsibility to ensure that the process and flow of information runs smoothly without error.

In the team environment of the department, the incumbent works collectively to promote good work ethics and environment. Indirectly and directly supervises employees such as admissions specialist, data entry clerk, receptionist/secretary, transcript evaluator and student workers.

The Office Manager may act autonomously when making admission application decisions and ordering supplies.

PRINCIPAL ACCOUNTABILITIES

- Assists on all procedural matters. Meeting with students, University faculty, staff and general public, providing information pertaining to the Office of Admissions and SSU.
- Prepares correspondence for distribution.
- Prepares/posts transfer student evaluations and military credits.
- Maintains routine office records, files. Provides clerical support to administration and support staff, as well as receptionist support.
- Prepares and monitors acquisition of equipment and supplies.
- Supervises clerical staff and student workers.
- Coordinates college tour program.
- Assists in the registration process each semester.

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

This position requires a four- year college degree.