



## Savannah State University Position Description – Office Manager

### ***POSITION DESCRIPTION***

Position Title: Office Manager FLSA Status: Exempt  
Reports to: Director  
Department: Center for Teaching, Learning and Academic Support  
Date Prepared: June 2003

### ***BASIC FUNCTION***

This position provides clerical support for the Center (CTLAS) and managerial assistance to the Director.

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

Reporting to the Director, this position is responsible for supporting the CTLAS by providing administrative support for the program.

This position has latitude to consider alternatives within well-defined procedures and precedents defined by the University and the Director. While the incumbent is responsible for making office related decisions in the absence of the Director, supplies and equipment must be approved by the Director prior to purchase.

This role requires full time team participation along with members of academic and support units to ensure that students are well prepared to become better learners.

Duties require coordination of the main office while providing clerical support to all the program components.

### ***PRINCIPAL ACCOUNTABILITIES***

- Serves as receptionist; communicates with various offices on campus.
- Types letters, reports, proposals; reproduces and distributes information; maintains accurate record keeping of rooms used in the building.
- Reproduces class materials for instructors; enters purchase requests for Learning Support (LS) and CTLAS into the tracking system.
- Maintains and distributes records of all unit meetings scheduled by the Director; maintains inventory of all unit hardware and software; maintains files of information related to CTLAS.
- Inputs class schedules for CTLAS into the system each semester.

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

This position requires two years of college or vocational/technical school.