



## Savannah State University Position Description – Office Manager

### ***POSITION DESCRIPTION***

Position Title: Office Manager FLSA Status: Exempt  
Reports to: Dean of Graduate Studies  
Department: Graduate Studies  
Date Prepared: June 2003

### ***BASIC FUNCTION***

This position assists the Dean with daily operations and handles his duties in his absence. Duties include maintaining and processing graduate applications, entering information into BANNER, and informing applicants of their application status. Also included in this position is designing and updating the website, brochures, manuals, applications; designing and maintaining grant activity reports, budget spreadsheets, log-in time and effort reports.

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

Reporting to the Dean, this position is accountable for ensuring an effective office operation, even in the Dean's absence.

This position assists in the design of publications, and must determine what needs to be done without being told and must work well with little supervision.

Both written and verbal communications are critical as this position as the incumbent must work effectively with a broad cross-section of the campus. The Office Manager supervises Student Workers.

This position serves on a team and provides clerical support to the team, assists with projects, and contributes in making decisions.

### ***PRINCIPAL ACCOUNTABILITIES***

- Assists with daily operational duties.
- Maintains and processes graduate applications.
- Enters information into BANNER and informs applicants of status.
- Designs and updates publications.
- Maintains reports and spreadsheets.

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

This position requires a four-year college degree.

