



Savannah State University Position Description – Office Services Coordinator

POSITION DESCRIPTION

Position Title: Office Services Coordinator FLSA Status: Nonexempt
Reports to: Director Administrative
Department: Business Services
Date Prepared: June 2003

BASIC FUNCTION

This position is responsible for ensuring the smooth flow of incoming and outgoing correspondence or other matters that arise as it relates to business services. Relieves the director of routine clerical and office details. Assists the buyers and director.

NATURE & SCOPE

Reporting to the Director, the Office Services Coordinator provides assistance in all aspects of the administrative requirements of the department operations.

This position ensures effective communication and correspondence, both incoming and outgoing. The incumbent expedites purchasing of items necessary to carry out each department's mission.

A critical component of this position is maintaining accurate documentation regarding purchase and check requests and following-up with the appropriate individuals to ensure that procedure is followed.

This position collects all monies from the Xerox coin-operated machines throughout the campus, collects all monies received in the Document Center and collects student fees at registration.

PRINCIPAL ACCOUNTABILITIES

- Receives and logs purchase and check requests; follows-up with various departments; follows-up with completion of paperwork needed.
- Processes incoming and outgoing correspondence.
- Orders supplies for various departments as needed with the purchasing card and maintains the purchasing card file.
- Receives and places calls, schedules appointments and meetings, makes reservations, greets visitors and callers, records messages.

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

This position requires a four-year college degree.