



# Savannah State University

## Position Description – Professional Development Adm. Asst.

### **POSITION DESCRIPTION**

Position Title: Professional Development Adm. Asst. FLSA Status: Non-Exempt  
Reports to: Training and Development Coordinator  
Department: Human Resources  
Date Prepared: September, 2006

### **BASIC FUNCTION**

This position provides support and assistance to the Coordinator in the administration of the professional staff development program. Knowledge of industry best practices in training and development is desired.

### **NATURE & SCOPE**

Participates in promoting professional development activities, including designing website pages, brochures, flyers, and communication of program offerings.

Provides assistance in conducting training and assessment. Assists in the management of instructional projects. Input data into registration software, update workflow and spreadsheet reports.

Provides clerical support as needed, such as filing, word processing, drafting correspondence, phone backup, document imaging, etc.

Prepares, edits and submits monthly, quarterly and annual reports.

Works closely with the Training and Development Coordinator, Activity Director and other key constituents in the development of course offerings.

Provides support in administration of training program.  
Performs other duties as required.

### **PRINCIPAL ACCOUNTABILITIES**

Knowledge of standard office operating procedures.

Skill in the use of spreadsheet applications; computer application.

Ability to prepare reports, represent the training unit, provide assistance in presenting training programs

Ability to maintain a positive attitude, possess good problem solving skills as well as good organizational, customer service and communications skills.

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

Bachelor's degree in business administration, education or a related field. Computer literate in Microsoft Office, spreadsheet applications and web base design or any equivalent combination of training and experience.