



Savannah State University Position Description – Secretary

POSITION DESCRIPTION

Position Title: Secretary FLSA Status: Nonexempt
Reports to: Director Administrative
Department: Health Services
Date Prepared: June 2003

BASIC FUNCTION

The position provides secretarial and clerical assistance to the staff and supports those visiting the health center. Performs secretarial and clerical duties of limited complexity with the ability to perform multiple tasks under pressure as assigned by both the administrative and medical director's of the health center.

NATURE & SCOPE

Reporting to the Director Administrative, this role supports the mission of the Health Center by providing clerical assistance.

Tracking patient information and handling various forms of correspondence (written verbal, electronic, etc.) are vital to this position.

Also important is maintaining a positive attitude in order to promote a feeling of well being among the patients, making their visit as pleasant as possible.

PRINCIPAL ACCOUNTABILITIES

- Types and composes memos and correspondence, statistical reports, forms; creates and designs flyers and website for publication.
- Types requisitions for office and medical supplies and equipment.
- Files and retrieves active patient charts and produces new patient records, cards and files.
- Creates and develops data storage for active and inactive students and prepares archives.
- Supervises student workers and assists them.
- Assists patients visiting women's health by scheduling appointments.
- Greets visitors, answers phones and records patient information.
- Supports students and staff.

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

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