



Savannah State University Position Description – Secretary

POSITION DESCRIPTION

Position Title: Secretary FLSA Status: Nonexempt
Reports to: Assistant to the Dean – Administrative Affairs
Department: College of Business
Date Prepared: June 2003

BASIC FUNCTION

This position is responsible for the daily operation of the office by performing routine tasks such as answering the telephone for the Dean's office personnel; mail pick-up; distribution of paperwork; and supervising work-study students. Also provides clerical and secretarial support for the Dean and support staff.

NATURE & SCOPE

Reporting to the Assistant to the Dean, this position provides routine clerical and secretarial support for the Dean and Dean's office personnel.

This position coordinates the collection and processing of textbook orders, maintains course syllabi, schedules activities and events with Howard Jordan Building.

The incumbent also completes purchase orders, assists maintenance personnel, and completes maintenance work orders. This position is accountable responsible for upkeep and maintenance of Xerox machine, and assists with registration.

The Secretary is responsible for the collection of monies for special events sponsored by COBA.

PRINCIPAL ACCOUNTABILITIES

- Answers telephone and provides routing information; assists in the maintenance of appointment schedules.
- Provides appropriate clerical and secretarial support for the Dean, administrative staff and faculty; mail pick-up and distribution of paperwork; supervises work-study students.
- Schedules regular and special activities in the building.
- Works with equipment users to specify and acquire equipment as required and assure the proper operation and maintenance.
- Performs building maintenance.
- Coordinates the collection and processing of textbook orders, syllabi and tests.
- Assists with the registration and pre-registration process.

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

This position requires four years of high school or GED equivalent.