



## Savannah State University Position Description – Secretary

### ***POSITION DESCRIPTION***

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

### ***BASIC FUNCTION***

This position provides secretarial support in the operations of Financial Aid. Primary emphasis is secretarial, clerical and administrative duties.

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

Reporting to the Director, this position provides secretarial and clerical support in Financial Aid, relieving the administrative officials of operational details.

This position serves as one of the first points of contact with Financial Aid, either by telephone, or personal visits. The incumbent provides information, direction and screening to ensure that the individual reaches the proper person.

This position establishes and maintains files for student information.

### ***PRINCIPAL ACCOUNTABILITIES***

- Types letters, requisitions and other documents.
- Answers telephones, screens calls, routes calls to appropriate staff.
- Greets and assists visitors, students, faculty and staff and directs them to appropriate person.
- Assists with pre-registration and registration each semester.
- Maintains files for student applications, transcripts and test scores. Processes application fee transmittals.

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

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