



Savannah State University Position Description – Secretary

POSITION DESCRIPTION

Position Title: Secretary FLSA Status: Nonexempt
Reports to: Director
Department: International Education Center
Date Prepared: June 2003

BASIC FUNCTION

This position supports the Director. It is also responsible for general office organization and operation which includes assisting in the preparation of proposals and reports, and of various communications and materials that explain and promote the IEC's programs.

NATURE & SCOPE

Reporting to the Director, this position supports the Director by typing various correspondences such as letters, proposals, and reports.

This position also makes scheduling arrangements for the Director, including meetings and travel.

Another key to this role is keeping the records and files organized and current.

Additionally, it is crucial that this position be able to effectively interact with a diverse range of individuals.

PRINCIPAL ACCOUNTABILITIES

- Types correspondence, including proposals and reports.
- Arranges travel for conferences, meetings and programs sponsored by the IEC.
- Maintains up to date records and files.
- Supervises student workers.
- All other duties assigned by the Director.

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

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