



Savannah State University Position Description – Secretary

POSITION DESCRIPTION

Position Title: Secretary FLSA Status: Nonexempt
Reports to: Department Chair
Department: Mass Communications
Date Prepared: June 2003

BASIC FUNCTION

This position manages the day-to-day activities of the office, providing secretarial, clerical and administrative support in a number of areas to ensure that the department functions well and is achieving the desired objectives.

NATURE & SCOPE

Reporting to the Department Chair, the Secretary is accountable for managing the day-to-day activities of the office. This includes greeting students and general public, and providing information. The incumbent answers and directs telephone calls and places and schedules reservations.

This position is charged with ordering and maintaining office supplies and equipment control. The incumbent maintains and updates student files both manually and electronically including graduate student records. The Secretary administers work schedules for students, monitors departmental exit exams and assists with Southern Regional Press Institute Conference.

The Secretary compiles materials, prepares documents, reports, and brochures, along with developing and maintaining databases to keep administrative and fiscal records, and completes student courses using the Banner Database System.

PRINCIPAL ACCOUNTABILITIES

- Manages daily activities of the office.
- Answers and directs telephone calls.
- Maintains inventory and equipment control.
- Assists with SRPI conference.
- Keeps administrative and fiscal records to develop and maintain student database.

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

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