



Savannah State University Position Description – Secretary

POSITION DESCRIPTION

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

BASIC FUNCTION

This position is the backbone of the department (BSW & MSW programs). The secretary is also the central unit of the department, available for inquiries and disseminating information to faculty and students.

NATURE & SCOPE

Reporting to the Director, this position serves a critical role in the day-to-day operation of the department. This position supervises two student workers and one Graduate Assistant assigned to the Department, directing their work and ensuring quality and timeliness.

A small portion of the incumbent's time is spent as a team member, usually providing clerical support and assistance to the team leader.

This position must establish and maintain effective working relationships with faculty, students and the general public as this position interacts with all these groups on a regular basis.

PRINCIPAL ACCOUNTABILITIES

- Answering phones, providing information and referral.
- Provides clerical support.
- Manages work flow.
- Develops and maintains department calendar.
- Assists department with workshops and conferences.

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

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