



Savannah State University Position Description – Secretary to the President

POSITION DESCRIPTION

Position Title: Secretary to the President FLSA Status: Exempt
Reports to: President
Department: Office of the President
Date Prepared: June 2003

BASIC FUNCTION

To provide administrative assistance, clerical support, and secretarial services to the President and the Director of Administrative Affairs. Handles details of a confidential nature and performs some administrative functions. Requires broad knowledge of the University operations and policy and a high level of experience, discretion and technical skill. Operates with great latitude for independent judgment and initiative.

NATURE & SCOPE

Reporting to the President, this position must maintain an efficient, fully functioning office, in order to ensure a quality work plan is implemented throughout the Office of the President.

This position also supports all teams in order to maintain a smooth operation.

In addition, this position makes certain that all the goals of the President's Office are carried out in a Professional manner.

PRINCIPAL ACCOUNTABILITIES

- Provide confidential administrative support to the President.
- Collects and prepares information for the President's use in discussions and meetings with executive staff members and outside individuals.
- Composes letters and memoranda from dictation, verbal direction or from knowledge of organization policy and/or procedures.
- Maintains President's daily appointment calendar.
- Provides support in all aspects of Board and Committee meetings.
- Pick-up and distribute mail to appropriate personnel.
- Reviews and screens all incoming calls and routes to proper office.

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

Requires a four-year college degree.