Savannah State University
Position Description –Senior Administrative Secretary

POSITION DESCRIPTION

Position Title:	Senior Adminstrative Secretary	FLSA Status: Nonexempt
Reports to:	Director of Title III	
Department:	Title III	
Date Prepared:	June 2003	

BASIC FUNCTION

This position is accountable for carrying out the day-to-day functions of the Title III office. The position provides technical support to the Title III Office, along with overall general support.

NATURE & SCOPE

Reporting to the Director of Title III this position maintains the office inventory, ordering all supplies, equipment and software needs.

This position is accountable for processing all Title III paperwork.

This position serves as a team member providing support and direction to the funded Title III activities. If any Title III meetings take place, the incumbent prepares all necessary materials needed to for the meeting to occur.

The incumbent is also responsible for the Purchase Card for the Title III Office and all paperwork associated with it.

PRINCIPAL ACCOUNTABILITIES

- Provides basic clerical knowledge and skills to the office
- Provides technical knowledge and skills to the office
- Processes Title III paperwork
- Provides customer service, and keeps office inventory updated
- Maintains the director's calendar and schedules appointments for the Title III Director

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

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