Savannah State University
Position Description – Senior Administrative Secretary

POSITION DESCRIPTION

Position Title:	Senior Administrative Secretary	FLSA Status: Nonexempt
Reports to:	Director Administrative	
Department:	Institutional Research and Planning	
Date Prepared:	June 2003	

BASIC FUNCTION

This position manages the day-to-day functions of the IRP office. It assists in processing the University's student evaluation of instruction project and with the maintenance and updating of the IRP website. It provides technical computer support, upgrading, maintenance and troubleshooting. Supervises student employee. It also maintains the budget and paperwork for both the IRP office and the Title III funded project, Strategic Planning. It maintains extensive archive of files and print materials, as well as scheduling and maintaining appointment calender for office and director.

NATURE & SCOPE

Reporting to the Director, this position assists in processing the University's student evaluation of instruction project and with the maintenance and updating of the IRP website. This position provides technical computer support, upgrading, maintenance and troubleshooting.

The incumbent supervises one student employee, and maintains extensive archive of files and print materials, as well as scheduling and maintaining appointment calendar for office and Director.

This position also maintains the budget and paperwork for both the IRP office and the Title III funded project, Strategic Planning.

The incumbent must be multi-tasked and project oriented. Information provided by this office must be reviewed and checked for accuracy.

PRINCIPAL ACCOUNTABILITIES

- Processes the University's student evaluation project.
- Provides computer skills and knowledge.
- Participates with the Title III office; liaison, reports and budget.
- Manages the flow of business affairs for IRP and clerical duties; travel arrangements, reimbursements, purchasing/check requests.
- Assists with data management duties, processing, collecting, and distributing a variety of stakeholder survey instruments.

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

This position requires a four-year college degree.