# Savannah State University
# Position Description – Senior Administrative Secretary

***POSITION DESCRIPTION***

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| Position Title: | Senior Administrative Secretary | FLSA Status: Nonexempt |
| Reports to: | Chairperson | |
| Department: | Political Science, Public Administration and Urban Studies | |
| Date Prepared: | June 2003 | |

***BASIC FUNCTION***

This position serves several major functions that include general office management. This entails the daily running and management of the office; maintaining office records; directing inquiries from internal requests and external requests to appropriate destinations; maintaining correspondence, computer files and University files, as well as professional reports.

***NATURE & SCOPE***

Reporting to the Department Chairperson, this position provides critical administrative support to the Department. This includes ordering supplies for the Department and faculty members, maintaining budget records and expenditures. The incumbent makes travel arrangements, files reimbursements for faculty, and maintains student work-study records.

The Senior Administrative Secretary also maintains course syllabi and grade book. This position types manuscripts, professional papers, administrative reports and grants.

This position also updates departmental brochures, maintains and updates website, and enters semester schedules in Banner system.

The incumbent represents the Department at staff meetings and University functions.

***PRINCIPAL ACCOUNTABILITIES***

- Daily operation of the office, answering the telephone, supervising work-study students and insuring the office is covered from 8:00am until 5:00pm.
- Maintains correspondence internal/external and general staff support.
- Serves as the general student/stakeholder information center.
- Assists in scheduling classes, room assignments, collecting student matriculation data, etc.

***SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED***

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