



## Savannah State University Position Description – Senior Secretary

### ***POSITION DESCRIPTION***

Position Title: Senior Secretary FLSA Status: Nonexempt  
Reports to: Bonita Bradley  
Department: Center for Leadership & Character Development  
Date Prepared: June 2003

### ***BASIC FUNCTION***

To provide clerical support and maintain daily operations in the Center.

### ***NATURE & SCOPE***

Reporting to the Activity Director, the Senior Secretary provides day-to-day support for the Center, including preparing appropriate Title III paperwork. The incumbent maintains the inventory of Title III purchases in the Center, including equipment and resources, such as books, videotapes and audio visuals.

This position assists the Activity director in budgeting, including the maintenance of spreadsheets.

The incumbent coordinates heavily with the Activity Director for planning and implementing retreats, workshops and other activities related to the Center.

This position also provides support to the Coordinator for Student Engagement on various projects and workshops, and handles the bulk of administrative tasks on a daily basis.

### ***PRINCIPAL ACCOUNTABILITIES***

- Performs clerical duties.
- Upkeep of Center resources and materials.
- Supply maintenance and ordering for the Center.

### ***SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED***

Requires two years of college or vocational/technical school.