



Savannah State University Position Description – Administrative Assistant/Government Contracting/Relations

POSITION DESCRIPTION

Position Title: Administrative Assistant/Government Contracting/Relations FLSA Status: Non-Exempt

Reports to: Director of Government and Legal Relations

Division: Government and Corporate Affairs

Date Prepared: July, 2011

BASIC FUNCTION

This position is responsible for providing assistance in the management of office operations and functions and for completing projects as assigned and in support of the Director of Government and Legal Relations. The ideal candidate must have exceptional interpersonal and communications skills and exemplify excellent customer service, be insightful on specific matters, detailed oriented and have the ability to follow through.

NATURE & SCOPE

Reporting to the Director of Government and Legal Relations, this position supports the department by successfully creating and/or modifying processes which allows the Director and Project Manager to focus their efforts more effectively to handle more complex administrative tasks.

PRINCIPLE ACCOUNTABILITES

- Responsible for managing inventory and Manifest.
- Interacts with both internal and external executives and assistants, as well as consultants, to coordinate a variety of complex meetings/projects.
- Plans, schedules, and tracks project milestones and deliverables.
- Answer telephones and directs all incoming calls to appropriate party promptly.
- Communicate and handles incoming and outgoing electronic communications
- Assists in the preparation of presentation materials.
- Performs related duties as required.

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

Bachelor's degree in appropriate field is required. Minimum three or more years administrative experience in government contracting/relations is desired supplemented by demonstrated knowledge of the federal procurement process. Computer literate; working knowledge of office machines and equipment. Excellent written and verbal communication skills; attention to detail and time management. Experience in budget and budget analysis. Ability to obtain federal government clearance within six months of hire is required.