



Savannah State University Position Description – Executive Assistant to the President

POSITION DESCRIPTION

Position Title: Executive Assistant to the President FLSA Status: Exempt
Reports to: President
Division: Office of the President
Date Prepared: January, 2009

BASIC FUNCTION

To perform a wide variety of responsible, and confidential administrative duties to support the President. Administrative support is provided for all presidential activities acting on behalf of the President in a manner that reflects the President's priorities and the University's mission, goals, and values.

NATURE & SCOPE

Reporting to the President, the Executive Assistant to the President is an executive level position with duties and responsibilities that often requires work beyond the normal 8-hour work day and often includes weekend and possible holiday assignment.

Serves as liaison on behalf of the President with university committees, SSU administration, faculty, staff and students, external groups and staff of the Board of Regents.

This position requires tact, maturity, independent judgment, and discretion in preparing, disclosing and handling information of a confidential, controversial, or sensitive nature.

Flexibility is crucial as this position must be able to efficiently respond in a calm and effective manner to a variety of demands and projects.

In addition, this position must be able to communicate (both written and verbally) clearly with internal and external constituents, in order to provide them with information in a courteous manner.

PRINCIPLE ACCOUNTABILITES

- Coordinate and handle the President's travel to include scheduling, travel preparations and submission of travel receipts and documentation – ensuring compliance of all fiscal matters and auditing. Serves as liaison to the President's Cabinet.
- Records and maintain minutes of presidential level meetings to include President's Cabinet meetings, System's Office official meetings and special groups as required. All minutes/reports will be submitted to the President for review within a prescribed time-frame and preserved as official documentation for SACs re-accreditation and all other state and/or federal requirements and reporting.
- Coordinate, receive and process all presidential and/or university mailings for payments of memberships, fee, special requests deemed beneficial to the University; processing of honorariums and gifts/awards for guest associated with university events.
- Review and screen mail and telephone communications for the President, ensuring that all SSU inquiries are acknowledged.
- Coordinate all presidential commencement preparations to include commencement script, robbing and related needs.
- Anticipate problems, critical issues, and opportunities as they arise, and advise the President accordingly.
- Make inquiries and resolve problems on behalf of the President relative to speaking engagements, luncheons, and special appearance; consult and inform the President regarding expectations.

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

Post secondary degree is required supplemented by five or more years of increasingly responsible administrative assistance experience and practices including filing, proofreading, formatting, report writing and basic fiscal management; proper English usage, spelling, vocabulary and grammar; demonstrated experience working with minimal supervision or direction. Computer literate, expertise in numerous software programs such as Microsoft Word, Outlook, Excel, Powerpoint, a desktop publishing program, and internet navigation program or web publishing program