



Savannah State University

Position Description – Administrative Specialist to the Vice President for University Advancement

POSITION DESCRIPTION

Position Title: Administrative Specialist to the VPUA FLSA Status: Exempt

Reports to: VP University Advancement

Division: University Advancement

Date Prepared: January, 2012

BASIC FUNCTION

This position is responsible for providing efficient administrative support to the VP for University Advancement. Analyzes and prioritizes administrative work flow for the division and coordinates special projects as assigned. Acts as a liaison between the Office of the Vice President for University Advancement and other departments and organizations.

NATURE & SCOPE

Reporting to the Vice President for University Advancement this position provides administrative support; works with other departments to ensure sufficient resources; coordinates interviews and documents for the call center and oversees student workers to ensure efficiency and completion of assignments. This position requires attendance at university fundraising events on evenings and weekends.

PRINCIPLE ACCOUNTABILITES

- Greet and assist visitors; screen and route calls; serve as office manager
- Process correspondence, maintain confidential and administrative files
- Ensure processes and procedures for orderly office operations
- Prepare letters, memoranda, reports, presentations and materials; proofread for accuracy
- Maintain departmental calendar, coordinate staff meetings and schedules
- Make travel arrangements; process travel requisitions
- Maintain central filing system and office procedures for quick retrieval of information
- Handle confidential matters and material with appropriate discretion
- Monitor and reconcile Division budget; prepare reports
- Process purchase requisitions, check requests, and contracts to ensure timely payment
- Order and maintain inventory of supplies; review invoices to ensure accuracy of service and goods
- Ensure budget related documents meet deadlines and are in compliance with guidelines
- Track progress on special projects and fundraising events for timely completion
- Work with other departments to obtain adequate resources to execute duties.
- Process work orders for Gardner Hall maintenance; oversee/follow-up for quality and timely completion
- Serve as building coordinator; attend related meetings; handle key requisition/distribution
- Supervise student workers; coordinate interviews and related documents for the student-staffed call center

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

College degree preferred in Business and/or Administration. Minimum of three years office administration experience within fundraising or financial environment preferred with knowledge of fiscal, project, and event management. Excellent communication, organizational, computer and writing skills required.