



## Savannah State University Position Description – Office Assistant

### ***POSITION DESCRIPTION***

Position Title: Office Assistant FLSA Status: Non Exempt  
Reports to: Executive Assistant to the President  
Division: Office of the President  
Date Prepared: January, 2012

### ***BASIC FUNCTION***

Under general supervision, this position provides administrative support to the Office of the President performing confidential secretarial/clerical and office functions requiring an advanced level of professional and technical abilities and skills.

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

Reporting to the Executive Assistant to the President, the Administrative Secretary is a position with duties and responsibilities that often may require work beyond the normal 8-hour work day, and some weekend assignments. This position requires previous office/clerical experience, extreme tact, maturity, the highest level of confidentiality, discretion and decorum when handling controversial and sensitive issues.

The Office Assistant must possess strong written and verbal communications skills, knowledge of protocol related to composing high level communications, letters and/or documents; requires excellent proof-reading and wordsmith skills, editing and composing letters; knowledge and experience in producing PowerPoint presentations, Excel spreadsheets, securing documents in Adobe Professional software and related software.

### ***PRINCIPLE ACCOUNTABILITES***

Greets visitors, answers multi-line telephone system, assists in the distribution of mail and answers routine questions. Interacts with a number of constituents within the University and outside community; provides general information as requested by telephone and in person; provides confidential clerical support; may compose and complete letters, memorandums and related documents as requested. May prepare PowerPoint presentations; maintains excellent filing/record system of all office correspondence. Provides assistance to ensure all office communications, invitations, schedules, confirmations, letters of any nature, personal or otherwise, are proof-read and edited prior to distribution.

### ***SPECIALIZED KNOWLEDGE, SKILLS, ABILITIES AND/OR COMPETENCIES REQUIRED***

Considerable knowledge of automated office systems, office procedures, filing systems and office etiquette. Ability to communicate effectively both orally and in writing. Ability to perform multiple tasks and duties accurately and , efficiently; ability to interact effectively with university employees, officials, students, faculty and the general public.

### ***EDUCATION AND EXPERIENCE REQUIRED***

Post secondary degree required; four year degree in related field desired. Minimum three to five or more years of office/clerical experience is required. Computer literacy a must with extensive knowledge of MicroSoft Suite including Word, Excel, Publisher, PowerPoint; broad base knowledge of formal protocol and office etiquette.