

8-27-2014

## Secretary to the Dean

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**Official University Job Title:** Senior Administrative Assistant

**Library Title:** Secretary to the Dean

**Position Number:** 39000032

**Description:** Provides diversified and advanced administrative assistance for the Dean of the Library.

**Duties:**

- Performs secretarial and administrative duties for the Dean of the Library.
- Performs a variety of secretarial, administrative, and public relations duties to relieve the dean of operational details.
- Processes knowledge of the policies and procedures of the University and the Library.
- Manages operating and purchasing budgets for the library, maintaining comprehensive records of finances and accounts.
- Assists with project management on numerous library events.
- Coordinates and supervises the performance of clerical employee and student assistants in the dean's office.
- Uses computer for word processing, spreadsheets, database, and email applications in performing duties.
- Safeguards the confidentiality of administration by exercising discretion in communicating information to faculty, students, staff, and the public; and in handling departmental records and files, personnel actions, performance evaluations, merit, promotion and tenure decisions, and similar confidential materials.
- Handles numerous office responsibilities including greeting students, staff and general public and transcribing notes from various library committee meetings.

**Essential Duties & Responsibilities:**

List the essential duties performed as a regular part of the job grouping related duties together in a sentence or paragraph. After listing the specific duties, estimate the percentage of time required to perform each duty, the total equaling 100%.

<b>Essential Functions &amp; Responsibilities (place an * next to new essential functions assigned to a job)</b>	<b>% of Time</b>
Manages and maintains operating and purchasing budgets.	<b>35%</b>
Project management assistant.	<b>30%</b>
Maintains spreadsheets, databases, emails, and general correspondence.	<b>20%</b>
Public relations duties.	<b>5%</b>
Transcribing notes from various library committee meetings.	<b>5%</b>
Performs other duties as assigned.	<b>5%</b>

