

Scientific Studies Service - Administrator

Administrators are the head of a particular branch, or portion of the [Scientific Studies Service \(SSS\)](#). They provide direction for their area of control, and ensure that it meets all expected goals. These people have to possess the ability to delegate authority, manage personnel, operate within a budget and provide oversight. They are also held accountable for the success and failures of their area.

Administrators start at the grade of [GS-07](#). They report to [Saiki Kouan](#) the Shuji.

Administrators have a personal assistant or [clerk](#) to channel information, schedule meetings and appointments.

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