



Job Specification

Job Title: Administrative Assistant
BCAT Code: 510X AJ
Pay Grade: G09

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Non-Exempt

General Description

Provides administrative support to a unit.

Examples of Duties

- Assists manager in developing policies and procedures.
- Assists manager with special projects and reports.
- Attends meetings as a representative.
- May supervise work of lower level office staff and coordinate processing of time sheets.
- Produces departmental newsletters, and assists with the production of departmental brochures and other publications.
- Provides clerical support to faculty and staff such as coordinating materials for large mailings, etc., maintaining department records and files, scheduling and coordinating meetings, coordinating payment of invoices, and maintaining computer databases.
- Answers telephone and provides general information to the public.
- Assists in planning special events such as conferences and ceremonies.
- Drafts reports and correspondence; processes various office forms.
- Assists with student registration.
- Coordinates collection of material such as course offerings, student records, etc.
- Inventories supplies and equipment; maintains service contracts on office equipment.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of basic office and university policies and procedures.
- Knowledge of various computer equipment, system, and software.
- Effective oral, interpersonal, and written communication skills.
- Effective time management skills.
- Effective organizational skills.
- Ability to supervise others.

Minimum GSU Hiring Standards

Bachelor's degree; or a high school diploma or GED and four years administrative experience; or a combination of education and experience. Various computer skills may be required.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.