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**Job Specification**

**Job Title: Administrative Coordinator, Senior**  
**BCAT Code: 510X GA**  
**Pay Grade: G12**

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

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**General Description**

Performs administrative work responsible for supporting a large department, office, or section.

**Examples of Duties**

- Coordinates a functional process within a department such as testing programs, or processing personnel activities.
- Assists manager/supervisor with developing policies and procedures; monitors compliance with policies and procedures.
- Assists manager/supervisor with maintenance of faculty records, annual reports, accreditation reports, and student petition files.
- Answers telephone and provides general information to the University community and general public.
- Plans special events such as conferences and ceremonies, and schedules/coordinates meetings.
- Drafts reports and correspondence; process various forms.
- Maintains computer databases.
- Maintains service contracts on office equipment.
- Supervises work of lower level office staff.
- Assists manager/supervisor with special projects.
- Attends meetings as a representative of the department head, director, manager, supervisor, etc.
- Monitors expenditures.
- Makes travel and accommodation arrangements for the department head, director, manager, supervisor, etc.
- Assists with research activities.
- Performs other related duties as assigned.

**Knowledge, Skills, and Abilities**

- Considerable knowledge of office policies and procedures.
- Considerable knowledge of business management practices.
- Proficiency in word processing, spreadsheets, and databases.
- Ability to communicate effectively both verbally and in writing.
- Ability to supervise others.
- Effective organizational skills.

**Minimum GSU Hiring Standards**

Bachelor's degree and two years of related experience; or a high school or GED and six years of related experience; or a combination of education and experience.

*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.*