



Job Specification

Job Title: Administrative Coordinator
BCAT Code: 510X GC
Pay Grade: G10

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

General Duties

Performs administrative work coordinating the daily activities of a small unit/section in a department or college.

Examples of Duties

- Coordinates a functional process within a department such as testing programs or processing of personnel activities.
- Maintains or assists with departmental budget for small departments approves and monitors expenditures, and coordinates payment of invoices.
- Assists manager in implementing policies and procedures; monitors compliance with policies and procedures.
- Assists manager with special projects and reports.
- Attends meetings as a representative of the manager.
- May supervise work of lower level office staff or student assistants.
- Maintains department records and files.
- Plans special events such as conferences and ceremonies, and schedules/coordinates meetings.
- Drafts reports and correspondence, processes various forms, and distributes weekly reports.
- Maintains computer databases.
- Assists with student registration and/or alumni association membership.
- Inventories supplies and equipment; maintains service contracts on office equipment.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Considerable knowledge of office policies and procedures.
- Knowledge of various computer equipment, word processors, spreadsheets, databases, and other software packages.
- 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 and one-year administrative experience; or a high school diploma or GED and five years administrative experience; or a combination of training and experience. Light typing may be required for some positions. Typing speed over 40 words per minute 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.