



Job Specification

Job Title: Administrative Specialist – Academic
BCAT Code: 325X AA
Pay Grade: G16

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

General Description

Coordinates the daily operations of a program within an academic department.

Examples of Duties

- Manages the enrollment processes for a school or college.
- Coordinates course scheduling activities for a school or college.
- Provides academic advisement services to students.
- Establishes internships and other career opportunities within the community for students.
- Assists in selecting and hiring faculty and part time instructors.
- Processes class scheduling change documents.
- Assists faculty in developing course curriculum.
- Maintains records of class and grade rolls.
- Maintains faculty evaluation records.
- Plans and coordinates departmental conferences and workshops.
- Maintains personnel records.
- Prepares and monitors departmental budget.
- May supervise lower level staff.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of assigned program area.
- Knowledge of university programs and facilities.
- Knowledge of university policies and procedures.
- Knowledge of computer equipment, software packages (Banner, Financial edge, Microsoft Office, etc), and operations.
- Effective oral, written, and interpersonal communication skills.
- Effective time management skills.
- Effective organizational skills.
- Ability to establish and maintain effective working relationships.

Minimum GSU Hiring Standards

Bachelor's degree and four years administrative experience; or a high school diploma or GED and eight years administrative 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.