



Job Specification

Job Title: Administrative Specialist – Administrative
BCAT Code: 325X AC
Pay Grade: G12

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

General Description

Performs administrative work responsible for supporting a large department, college, or unit.

Examples of Duties

- Coordinates the department or college's budget.
- Monitors and facilitates compliance with and communicates university policies and procedures to internal and external customers.
- Coordinates personnel functions such as hiring, evaluations, payroll, etc.
- Coordinates applicable reports and applications for grants.
- Serves as a liaison between the department or college and the university community.
- Assists in strategic planning and goal setting activities.
- Develops and recommends policies and procedures relating to the functional area.
- Supervises office clerical staff and/or student assistants.
- Assists director or dean with special projects.
- Assists faculty with special projects.
- Coordinates some or all of unit's property control processes.
- Assists with personnel files including archiving.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Considerable knowledge of university rules, policies, and procedures.
- Knowledge of business management practices.
- Knowledge of the function and goals of assigned department.
- Knowledge of various software and information systems (e.g. BANNER, Ms.-Word, Excel, etc).
- Effective time management and organizational skills.
- Effective oral, written, and interpersonal communication skills.
- Ability to supervise and direct the work of others.
- Ability to plan, develop and analyze work procedures.

Minimum GSU Hiring Standards

Bachelor's degree and two years administrative experience; or high school diploma or GED and six 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.