



Job Specification

Job Title: Administrative Specialist – Managerial
BCAT Code: 325X AG
Pay Grade: G18

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

General Description

Performs administrative duties in coordinating the daily operations of a program within an administrative department.

Examples of Duties

- Assists in selecting and hiring administrative and managerial staff and/or faculty.
- Advises staff on personnel topics.
- Coordinates training programs for staff and student employees.
- Serves as a liaison between the department, college, and other external entities.
- Coordinates content, design, and distribution of various publications.
- Coordinates computer systems.
- Plans and coordinates departmental conferences, workshops, and meetings.
- Maintains personnel records.
- Prepares and monitors large departmental budget.
- May supervise lower level staff.
- Coordinates some business level functions.
- 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 (Peoplesoft, Banner, 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 five years of administrative experience; or a high school diploma or GED and nine 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.