



**Job Specification**

**Job Title: Administrative Specialist - Student Affairs**  
**BCAT Code: 325X AJ**  
**Pay Grade: G13**

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

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**General Description**

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

**Examples of Duties**

- Coordinates the department or college's budget.
- Monitors compliance with university policies and procedures.
- Coordinates personnel functions such as hiring, evaluations, payroll, etc.
- Coordinates 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.
- Assists director or dean with special projects.
- Assists faculty with researching and obtaining funding for research grants.
- Performs other related duties as assigned.

**Knowledge, Skills and Abilities**

- Considerable knowledge of university policies and procedures.
- Knowledge of business management practices.
- Knowledge of the function and goals of assigned department.
- Knowledge of information systems (MS Office, Banner, etc)
- Effective organizational skills.
- Effective 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.*