



**Job Specification**

**Job Title: Administrative Specialist to the President**  
**BCAT Code: 325X BT**  
**Pay Grade: G16**

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

---

**General Description**

Performs advanced administrative duties in support of the Office of the President.

**Examples of Duties**

- Prepares correspondence, drafts, and/or publications for the Office of the President.
- Maintains all databases for the Office of the President.
- Assists with special projects and serves as backup to President's Assistant.
- Processes payments of invoices
- Coordinates and supervises (student assistants) the clerical activities of the office or department.
- Coordinates the ordering of supplies and maintenance of files.
- Coordinates the mail distribution and log for the Office of the President.
- Coordinates the ordering, maintenance, and repair of office equipment, scheduling of meetings, and scheduling travel arrangements for the Office of the President.
- Provides necessary and helpful information to the public, greets and assists visitors, and coordinate annual holiday mailing from the Office of the President.
- Performs other advanced administrative duties as assigned.

**Knowledge, Skills, and Abilities**

- Knowledge of office policies and procedures.
- Knowledge of basic computer operation and software (spreadsheets, databases, and word processors).
- Ability to multi-task and paying attention to detail.
- Effective time management, customer service, and organizational skills.
- Effective oral and verbal communication with external and internal customers.

**Minimum GSU Hiring Standards**

A bachelor's degree and three years of related 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.*