



Job Specification

Job Title: Administrative Supervisor I
BCAT Code: 500X AA
Pay Grade: G09

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

General Description

Performs administrative work supervising a small or functional area within a department or college.

Examples of Duties

- Schedules, supervises, trains and evaluates support staff in a department or college.
- Coordinates ceremonies, workshops or other special events.
- Maintains various departmental records.
- Prepares departmental reports such as annual reports, etc.
- Coordinates personnel forms for a department or college.
- Prepares various correspondence.
- Monitors compliance with departmental policies and procedures; reviews and investigates exceptions to policies and procedures.
- Develops various programs for staff and faculty.
- Advises student organizations.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of office policies and procedures.
- Knowledge of computer operation and software.
- Effective oral and written communication skills.
- Effective organizational skills.
- Effective time management skills.
- Ability to supervise others.

Minimum GSU Hiring Standards

Bachelor's degree; or a high school diploma or GED and four years administrative experience, including two years supervisory 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.