



Job Specification

Job Title: Administrative Supervisor III
BCAT Code: 500X AE
Pay Grade: G12

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

General Description

Performs administrative work supervising a large staff 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.
- Monitors departmental budget; may coordinate purchasing and approve expenditures.
- Manages daily office operations.
- Supervises front desk area or reception area.
- 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; recommends changes.
- Develops various programs for staff and faculty.
- Advises student organizations.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Thorough knowledge of office policies and procedures.
- Thorough 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 and two years supervisory experience; or a high school diploma or GED and six years of administrative experience, including four 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.