



Job Specification

Job Title: Assistant to the Dean – Academic
BCAT Code: 325X AL
Pay Grade: G13

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

General Description

Managing and coordinating the daily business and administrative affairs of the Dean’s office. It will also be responsible for strategic projects for the Office of the Dean.

Examples of Duties

- Drafts and prepares correspondence for either routine communications for the Dean’s office.
- Serves as liaison on behalf of the Dean to various colleges, offices, and departments.
- Coordinates special projects for the Office of the Dean.
- Maintains administrative actions (personnel, budgetary, minutes, calendars, reports, etc) and supplies (paper, toner, etc) for the Office of the Dean.
- Coordinates travel arrangements and processes payment vouchers.
- Screens phone calls and maintains files/records.
- Trains staff, coordinates property inventory, and maintains information systems.
- Assists in developing and administering policies and procedures.
- Performs other professional administrative duties as assigned.

Knowledge, Skills, and Abilities

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

Minimum GSU Hiring Standards

Bachelor’s degree and four 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.