



Job Specification

Job Title: Assistant to the Director
BCAT Code: 510X GG
Pay Grade: G11

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

General Description

Provides administrative and operational staff support to the Director. This position will also assist with strategic projects for the Office of the Director.

Examples of Duties

- Prepares correspondence for routine communications for the Directors office.
- Serves as liaison on behalf of the Director to various colleges, offices, and departments.
- Assists with managing and coordinating special projects for the Office of the Director.
- Maintains administrative actions (personnel, budgetary, minutes, calendars, reports, etc) and supplies (paper, toner, etc) for the Office of the Director.
- Coordinates travel arrangements and seminars, and processes payment vouchers.
- Screens phone calls, trains staff, and maintains files/records.
- Assists in administering policies and procedures for the Director's office.
- 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 two 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.