



**Job Specification**

**Job Title: Assistant to the Vice President**  
**BCAT Code: 325X BV**  
**Pay Grade: G14**

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

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**General Description**

Provides administrative support to the Vice President of a college or division.

**Examples of Duties**

- Drafts various correspondences, including memos, meeting agendas and minutes, reports and proposals for the Vice President.
- Manages and maintains the Vice President's calendar and daily schedule.
- Arranges travel arrangements, maintains business expense records and processes travel expense reimbursement forms for the Vice President.
- Serves as a central liaison to the departments within the university.
- Reviews and assesses the effectiveness of the office administrative procedures in the office and develops and implements new procedures when necessary.
- Assists the Vice President on special projects.
- Performs other related duties as assigned.

**Knowledge, Skills and Abilities**

- Knowledge of departmental functions and goals.
- Ability to communicate effectively both verbally and in writing.
- Ability to work independently.
- Ability to multi-task in a deadline driven environment.
- Effective time management and organizational skills.
- Proficiency with word processing, spreadsheet, and database software.

**Minimum GSU Hiring Standards**

Bachelor's degree and three years of administrative 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.*