



**Job Specification**

**Job Title: Associate to the Dean**  
**BCAT Code: 325X AP**  
**Pay Grade: G14**

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

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**General Description**

Managing and supervising the daily business and administrative affairs of the Dean's office. It will be responsible for strategic projects for the Office of the Dean. It will also advise the Dean on university policies and procedures.

**Examples of Duties**

- Develops and prepares correspondence for either routine or complex communications for the Dean's office.
- Serves as liaison on behalf of the Dean to various colleges, offices, and departments.
- Manages and coordinates special projects for the Office of the Dean.
- Oversees and manages administrative actions (personnel and budgetary, minutes, calendars, reports, etc) and supplies (paper, toner, etc) for the Office of the Dean.
- Oversees travel arrangements and payment processing.
- Responsible for handling confidential functions.
- Trains staff, supervises support staff, and maintains information systems.
- Assists in advising, developing, and administering policies and procedures.
- Performs other advanced 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 five 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.*