



Job Specification

Job Title: Associate to the Director – Administrative
BCAT Code: 325X AR
Pay Grade: G13

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

General Description

Performs highly skilled administrative duties relating to the business operations of the department.

Examples of Duties

- Assists the Director in the areas of personnel, budget, inventory, purchasing, policy formulation and other areas as needed.
- Assists in conducting meetings to advise staff/faculty members of problems/issues relating to policy, program and administration.
- Assists in the direction and planning of various types of programs.
- Assists in the review and response to routine personnel actions such as terminations, personal problems, grievances, disciplinary actions, etc. to ensure recommendations conform to University policies.
- Represents University in activities involving service, business, educational and private institutions.
- Prepares various types of reports, memos, drafts, proposals, etc.
- Assists in goal setting activities.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Considerable knowledge of University and office/departmental/divisional functions and operations.
- Knowledge of functions, goals, management policies and practices of assigned department.
- Knowledge of computer software packages, equipment, and operation.
- Effective oral, written, and interpersonal communication skills.
- Effective time management and organizational skills.
- Ability to supervise and train others.
- Ability to plan, develop, and analyze work procedures.

Minimum GSU Hiring Standards

Bachelor's degree and three years 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.