



**Job Specification**

**Job Title: Associate to the Vice President**  
**BCAT Code: 325X BX**  
**Pay Grade: G14**

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

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**General Description**

Performs highly skilled administrative duties and provides support to a Vice President of a college or division.

**Examples of Duties**

- Manages internal and external communications for a college or division.
- Schedules meeting and events for the Vice President with faculty, staff, students, and external parties.
- Plans and manages events conducted by the Vice President.
- Acts as the human resources officer for the division, including oversight of recruiting efforts, processing of required hiring forms, and close for terminated positions.
- Monitors the division budget and coordinates budget review amongst the units.
- Collects, analyzes, and summarizes data form various systems to track grants/research activities.
- Manages contracts with consultants and vendors and processes purchase requests and disbursement for the division.
- Attends meetings at the request of the Vice President.
- Develops and disseminates material relating to the college or division functional area to the University and to the public.
- Monitors compliance with applicable policies and procedures.
- 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 four 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.*