



**Job Specification**

**Job Title: Business Affairs Coordinator**  
**BCAT Code: 505X AT**  
**Pay Grade: G13**

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

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**General Description**

Performs professional level administrative duties for an office, college or department, to include coordinating, processing and maintaining business affairs.

**Examples of Duties**

- Coordinates on-line purchasing for an office, college or department and verify items and funds.
- Verifies the availability of funds for purchase orders, travel and petty cash purchases.
- Processes, coordinates and ensures requests with/from other departments, colleges or offices are completed.
- Reconciles travel authorizations with expense statements.
- Oversees requests for facilities, property control and telecommunications within and outside the University.
- Maintains property control records.
- Verifies monthly telephone bill.
- Utilizes a variety of software packages in the compilation of reports, memos, proposals, etc. for the department.
- Coordinates events.
- Performs other related duties as assigned.

**Knowledge, Skills and Abilities**

- Considerable knowledge of office policies and procedures.
- Considerable knowledge of business practices and operations.
- Knowledge of information systems such as Peoplesoft, Microsoft Office, etc.
- Excellent oral and written communications skills.
- Effective organizational skills.
- Effective time management skills.

**Minimum GSU Hiring Standards**

Bachelor's degree and two years business management 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.*