



Job Specification

Job Title: Development Associate
BCAT Code: 443X AG
Pay Grade: G14

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

Job Description:

Provides liaison services for the VP of Development, the Development Division, the President of the Georgia State University Foundation, and the Board of Trustees.

Job Duties/Responsibilities

- Serves as liaison for established entities associated with development activities.
- Initiates and coordinates meetings while taking minutes of development meetings.
- Prepares documents as liaison for entities associated with development activities
- Communicates relevant and important information for development activities.
- Maintains databases, confidential information, spreadsheets for development activities.
- Assists with the budget development and expenditure for development activities.
- Monitors and tracks purchases orders.
- Performs other related duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge of office policies and procedures.
- Knowledge of basic computer operation and software (spreadsheets, word processors, spreadsheets, databases, etc).
- Ability to multi-task, pay attention to detail, maintain confidential information, and excellent customer service.
- Effective time management and organizational skills.
- Ability to communicate effectively verbally and in writing.

Minimum Hiring Standards:

Bachelor's degree and four 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.