



Job Specification

Job Title: Secretary to the Dean
BCAT Code: 510X EC
Pay Grade: G12

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

General Description

Provide general secretarial and administrative support to the Dean.

Examples of Duties

- Types letters, memos and other documents and correspondence; proofreads typed documents for accuracy and completeness.
- Prepares memorandum outlining and explaining administrative procedures and policies to employees.
- Answers Dean's telephone, screens phone calls and directs calls to appropriate person.
- Greets visitors, ascertains nature of business and directs them to appropriate staff.
- Schedules meeting and travel arrangements for the Dean.
- Orders and maintains office supplies.
- Maintains Dean's records and filing system; performs other clerical duties as needed.
- Assists department members with special projects.
- Assists public by providing general information by telephone, mail or in person.
- Coordinates the maintenance and repair of office equipment.
- Suggests improved work methods and procedures.
- Coordinate work activities of clerical and secretarial support staff.
- Conducts complex administrative projects relating to functional area of department.
- Performs office management functions such as monitoring expenses and managing office policies.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Considerable knowledge of computers and various computer software packages used for word processing, graphs, tables, etc.
- Knowledge of university policies and procedures.
- Knowledge of office policies, procedures and practices.
- Effective organizational and time management skills.
- Ability to provide proper customer service.
- Ability to communicate effectively in writing and orally.
- Ability to prioritize work assignments and work under general supervision.

Minimum GSU Hiring Standards

Bachelor's degree; or a combination of education and experience. Type 65 wpm or 55 wpm with six months word processing 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.