



Job Specification

Job Title: Secretary to the Provost
BCAT Code: 510X EG
Pay Grade: G14

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

General Description

Provides general secretarial and administrative support to the Provost.

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 Provost's telephone, screens phone calls and directs calls to appropriate person.
- Greets visitors, ascertain nature of business and directs them to appropriate staff.
- Schedules meeting and travel arrangements for the Provost.
- Orders and maintains office supplies; performs other clerical duties as needed.
- Maintains the Provost's records and filing system.
- Assists public by providing general information by telephone, mail or in person.
- Coordinates the maintenance and repair of office equipment.
- Coordinates 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 software packages used for word processing, graphs, tables, etc.
- Knowledge of university policies and procedures.
- Knowledge of office policies, procedures and practices.
- Effective organizational skills.
- Ability to communicate effectively in writing and orally.
- Ability to supervise others.

Minimum GSU Hiring Standards

Bachelor's degree and one year secretarial/administrative experience; or 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.