



## **Job Specification**

**Job Title: Secretary to the Vice President**  
**BCAT Code: 510X EJ**  
**Pay Grade: G13**

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

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### **General Description**

Provides general secretarial and administrative support to a Vice President.

### **Examples of Duties**

- Types letters, memos and other documents and correspondences; proofreads typed documents for accuracy and completeness.
- Prepares memorandum outlining and explaining administrative procedures and policies to employees.
- Answers Vice President'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 Vice President.
- Orders and maintains office supplies.
- Maintains the Vice President'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.
- Coordinates work activities of clerical 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, table, etc.
- Knowledge of university policies and procedures.
- Knowledge of office policies and procedures.
- Effective organizational and time management skills.
- Ability to provide proper customer service.
- Ability to communicate effectively in writing and orally.

### **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.*