



## **Job Specification**

**Job Title: Special Project Assistant**  
**BCAT Code: 510X ER**  
**Pay Grade: G11**

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

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### **General Description**

Coordinates special projects for designated departments or colleges. Coordination may include the development and implementation of projects.

### **Examples of Duties**

- Assists with the planning of special projects or plans and coordinates special projects.
- Makes decisions about the projects concerning staffing requirements and materials or supplies needed to complete projects.
- Acts as a liaison between various departments providing assistance with project activities and time frames.
- Defines and prepares proposals on tasks needed to be completed for each project.
- Reviews work done and works with supervisor on correcting errors or changing procedures when needed.
- Maintains files and documentation on projects.
- Advises supervisor, departmental members and others on projects status.
- Provides information to public by telephone, mail or in person.
- Trains appropriate parties on new methods and procedures developed.
- Performs other related duties as assigned.

### **Knowledge, Abilities and Skills**

- Knowledge of office policies and procedures.
- Knowledge of campus policies and procedures
- Knowledge of basic computer operation and software.
- Ability to prioritize work assignments and work under general supervision.
- Effective time management skills.
- Effective oral and written communication skills.
- Effective organizational skills.
- Advanced computer application skills.

### **Minimum GSU Hiring Standards**

Bachelor's degree and two years administrative experience; or a high school diploma or GED and six years administrative experience in the assigned area; 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.*