



Job Specification

Job Title: Sponsored Programs Specialist
BCAT Code: 510X FZ
Pay Grade: G12

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

General Description

Under direct supervision, provides administrative and clerical support to the Sponsored Programs Officers, Associate Director and Director, Office of Sponsored Programs. This is an entry-level position within the Sponsored Programs Specialist series. This level may also be used as a training level.

Examples of Duties

- Creates and maintains proposal and award files; maintains office records and filing system, including purging old records.
- Maintains log of internal/external communications and correspondences; distributes interdepartmental documents; process mail and distribute.
- Uploads documents to InfoEd database.
- Maintains all requisitions and corporate card receipts; reconcile monthly expenditures.
- Assists with the production of materials utilized for departmental training; making copies, assembling packets, etc.
- Monitors student assistants and coordinates work activities; processes time sheets for student assistants and temporary employees and prepare and maintain OSP Staff Meeting minutes.
- Creates forms and other documents as identified by administration.
- Completes registration for meetings and travel arrangements for staff members.
- Assists office staff with equipment problems (computer, printer, and telephone).
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- General knowledge of federal regulations, guidelines, and practices.
- Ability to communicate effectively verbally and in writing.
- Ability to work independently.
- Ability to prioritize work assignments and multi-task.
- Proficiency in word processing, spreadsheets, and other database software.

Minimum GSU Hiring Standards

Bachelor's degree and one (1) year administrative experience in a college or university setting; 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.