



Job Specification

Job Title: Staff Assistant
BCAT Code: 510X ET
Pay Grade: G08

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

General Description

Performs administrative and clerical work supporting a department or college.

Examples of Duties

- Provides clerical support to faculty and staff such as compiling materials for large mailings, etc.
- Maintains department records and files.
- Answers telephone and provides general information to the public.
- Assists in planning special events such as conferences and ceremonies.
- Schedules and coordinates meetings.
- Drafts reports and correspondence; processes various forms.
- Coordinates payment of invoices.
- Maintains computer databases.
- Assists with student registration.
- Assists with the production of departmental brochures.
- Inventories supplies and equipment.
- Supervises student assistants.
- Performs light typing duties.
- Maintains reception areas.
- Coordinates collection of material such as course offerings, etc., and processes class enrollment forms and grade reports.
- Maintains service contracts on office equipment.
- Updates and maintains departmental calendar.
- Maintains departmental library.
- Opens and distributes mail.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of basic office policies and procedures.
- Knowledge of various computer equipment and operation.
- Effective oral and written communication skills.
- Effective time management and organizational skills.

Minimum GSU Hiring Standards

High school diploma or GED and two years administrative experience; or a combination of education and experience. Light typing may be required for some positions. A skilled typing requirement (above 40 wpm) cannot be required or preferred for this job title.

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.