Georgia State University

Job Specification

Job Title: Technical Assistant | **Effective Date: April 1, 2007**
BCAT Code: 510X EZ | **Revision Date: February 1, 2007**
Pay Grade: G09 | **FLSA Status: Non-Exempt**

General Description
Performs administrative work involved in facilities maintenance and utilization.

Examples of Duties
- Assists faculty, staff and students with space utilization needs in studios and classrooms.
- Coordinates services, renovations and repairs.
- Coordinates gallery operations and supervises the installation of exhibits, packs, ships and receives art exhibits.
- Inventories permanent art collections.
- Keeps hallways clear of furniture.
- Supervises the disposal of waste.
- Trains others in proper safety precautions.
- Monitors key control.
- Monitors property and inventory control.
- Stores surplus property.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of tools and specialized art equipment.
- Knowledge of proper methods of packing, shipping and storing art works.
- Effective oral and written communication skills.
- Effective organizational skills.
- Effective time management skills.
- Ability to lift and move artwork or furniture.

Minimum GSU Hiring Standards
High school diploma or GED and two years administrative experience; 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.