Georgia State University

Job Specification

Job Title: Administrative Assistant

BCAT Code: 09TX34                  Effective Date: April 1, 2007
Pay Grade: G09      FLSA Status: Non-Exempt     Revision Date: July 1, 2013

General Description
Provides administrative support to a unit/department/college.

Examples of Duties
• Provides excellent customer service as the first point of contact for all visitors.
• Answers the telephone and provides general information to the public.
• Assists the Manager in developing policies and procedures.
• May supervise the work of lower level office staff or student assistants.
• Coordinates materials for large mailings, conferences, meetings, etc.
• Maintains department records and files.
• Schedules and coordinates meetings.
• Attends meetings as representative and takes meeting minutes as needed.
• Reserves meeting rooms and orders catering as needed.
• Coordinates the payment of invoices and assists with monitoring and/or updating the budget.
• Maintains the computer databases and departmental calendar.
• Creates and maintains contact lists, mail merges and mailings.
• Arranges travel plans and itineraries and processes payment vouchers.
• Assists in planning special events and activities, such as conferences and ceremonies.
• Drafts reports and correspondence; processes various office forms.
• Coordinates the collection of material, such as course offerings, student records, P-card purchases, etc.
• Inventories supplies and equipment; schedules the maintenance/repair of office machines and equipment.
• Performs other related duties as assigned.

Knowledge, Skills and Abilities
• Knowledge of various computer equipment, systems, and software.
• Knowledge of basic office and University policies and procedures.
• Effective time management skills.
• Effective organizational skills.
• Effective oral, interpersonal, and written communication skills.
• Ability to supervise others.

Minimum GSU Hiring Standards
Bachelor’s degree; or high school diploma or GED and four years administrative experience; or a combination of education and related 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.

Office of Human Resources                             Classification Section