Job Title: Administrative Coordinator

BCAT Code: 09TXA3     Effective Date: April 1, 2007
Pay Grade: G10     FLSA Status: Non-Exempt     Revision Date: July 1, 2013

General Duties
Performs administrative work coordinating the daily activities of a small unit/section in a department or college.

Examples of Duties
- Coordinates functional processes within a department, such as testing programs or processing personnel activities.
- Maintains or assists in the departmental budget development for small departments; approves and monitors expenditures, and coordinates the payment of invoices.
- Receives, sorts, and distributes all incoming mail and documents.
- Assists the Manager in implementing policies and procedures; monitors compliance with policies and procedures.
- Assists the Manager or Director with special projects and reports.
- Attends meetings as a representative of the Manager.
- May supervise work of lower level office staff or student assistants.
- Maintains department records and files.
- Plans special events, such as conferences and ceremonies, and schedules/coordinates meetings or room reservations.
- Drafts reports and correspondence, processes forms, and distributes weekly reports.
- Maintains databases.
- Serves as liaison with administrative units.
- Assists with the student registration and/or alumni association membership.
- Serves as contact person for the front office to callers, visitors, faculty and staff.
- Inventories supplies and equipment; maintains service contracts on office equipment.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of various computer equipment, word processing, spreadsheets, databases, and other software packages.
- Knowledge of office policies and procedures.
- Effective time management skills.
- Effective organizational skills.
- Effective oral, interpersonal, and written communication skills.
- Ability to supervise others.
- Ability to type over 40 words per minute.

Minimum GSU Hiring Standards
Bachelor’s degree and one year administrative experience; or high school diploma or GED and five 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.