General Description
Performs advanced administrative duties in support of the Office of the President.

Examples of Duties
- Prepares correspondence, drafts, and/or publications for the Office of the President.
- Maintains all databases for the Office of the President.
- Assists with special projects and serves as backup to the President Assistant.
- Processes the payments of invoices.
- Coordinates and supervises student assistants.
- Coordinates the ordering of supplies and maintenance of files.
- Coordinates the mail distribution and log for the Office of the President.
- Coordinates the ordering, maintenance, and repair of office equipment, scheduling of meetings, and scheduling travel arrangements for the Office of the President.
- Provides necessary and helpful information to the public, greets and assists visitors, and coordinates the annual holiday mailing from the Office of the President.
- Performs other advanced administrative duties as assigned.

Knowledge, Skills, and Abilities
- Knowledge of office policies and procedures.
- Knowledge of basic computer operations and software, such as spreadsheets, databases, and word processing.
- Effective time management, customer service, and organizational skills.
- Effective oral and verbal communication skills with external and internal customers.
- Ability to multi-task and paying attention to detail.

Minimum GSU Hiring Standards
Bachelor’s degree and three years of related 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.