Georgia State University
Job Specification

Job Title: Administrative Specialist to the Provost

BCAT Code: 09HX31  Effective Date: June 1, 2011
Pay Grade: G15  FLSA Status: Exempt  Revision Date: July 1, 2013

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

Examples of Duties
- Maintains databases and personnel records for the Office of the Provost.
- Takes and transcribes meeting minutes.
- Processes the payments of invoices.
- Assists with the coordination of academic programs, human resources activities and executive searches.
- Assists with the approval of events in the Board of Regents (BOR) Manage Faculty Event system.
- Hires, terminates, supervises and coordinates the activities of student assistants.
- Coordinates the mail distribution and log for the Office of the Provost.
- Coordinates and schedules travel and itineraries for final candidates.
- Coordinates the ordering, maintenance, and repair of office equipment.
- Coordinates the ordering of supplies and maintenance of files.
- Answers, screens, and directs telephone calls. Greets visitors and assists the public by providing general information via telephone, postal mail, e-mail, or in person.

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.
- Must possess a high level of decision-making skills, a high level of judgment and independence.
- Ability to routinely handle confidential, privileged and/or sensitive documents, files, and computer programs.
- Ability to multi-task and pay attention to detail.

Minimum GSU Hiring Standards
Bachelor’s degree and two 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.