Job Title: Assistant to the Director

BCAT Code: 09TXA5  Effective Date: April 1, 2007
Pay Grade: G11   FLSA Status: Non-Exempt  Revision Date: July 1, 2013

General Description
Provides administrative and operational staff support to the Director. This position will also assist with strategic projects for the Office of the Director.

Examples of Duties
- Prepares correspondence for routine communications for the Office of the Director.
- Serves as liaison on behalf of the Director to various colleges, offices, and departments.
- Assists with managing and coordinating special projects for the Office of the Director.
- Maintains administrative actions, such as personnel actions and budgetary purchases; maintains the office supplies and equipment for the Office of the Director.
- Coordinates travel arrangements and seminars.
- Assists in supervising student assistants and interns.
- Takes minutes during departmental meetings.
- Processes payment vouchers, reimbursements and expense statements.
- Provides administrative support to the Director, staff, faculty and students.
- Screens phone calls and provides assistance to callers and visitors.
- Maintains files, records, publications, reports, etc.
- Assists in administering policies and procedures for the Office of the Director.
- Prepares and updates content for the unit website.
- Maintains the calendar of events for the Director and department.
- Assists with efficient operations, processes and the office coordination.
- Performs other professional administrative duties as assigned.

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

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.