Georgia State University

Job Title: Assistant to the Vice President

BCAT Code: 09HX27  Pay Grade: G13  CAT Code: Exempt  Effective Date: April 1, 2007

General Description
Provides administrative support to the Vice President of a college or division.

Examples of Duties
- Drafts correspondence, such as memos, meeting agendas and minutes, reports and proposals for the Vice President.
- Manages and maintains the Vice President’s calendar and daily schedule.
- Makes travel arrangements, maintains business expense records and processes travel expense reimbursement forms for the Vice President.
- Serves as a central liaison to the departments within the University.
- Reviews and assesses the effectiveness of the administrative procedures in the office, and develops and implements new procedures when necessary.
- Assists the Vice President on special projects.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Proficiency with word processing, spreadsheet, and database software.
- Knowledge of departmental functions and goals.
- Effective time management and organizational skills.
- Ability to work independently.
- Ability to multi-task in a deadline driven environment.
- Ability to communicate effectively both verbally and in writing.

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