Job Title: Associate to the Dean

BCAT Code: 09HX14  Effective Date: April 1, 2007
Pay Grade: G14    FLSA Status: Exempt    Revision Date: July 1, 2013

General Description
Manages and supervises the daily business and administrative affairs of the Dean’s Office. Manages strategic projects for the Office of the Dean, and advise the Dean on University policies and procedures.

Examples of Duties
- Drafts routine correspondence and compiles complex communication packages for the Dean’s Office.
- Serves as liaison on behalf of the Dean with various colleges, offices, and departments.
- Manages and coordinates special projects for the Office of the Dean.
- Oversees and manages administrative actions, such as personnel and budgetary issues, meeting minutes, calendars, reports, etc., and supplies, such as paper, toner, etc., for the Office of the Dean.
- Oversees travel arrangements and payment processing.
- Handles confidential information.
- Trains staff, supervises support staff, and maintains information systems.
- Assists in advising, developing, and administering policies and procedures.
- Performs other advanced 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 five 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.