Job Title: Associate to the Vice President

BCAT Code: 09HX28
Pay Grade: G14
FLSA Status: Exempt
Effective Date: April 1, 2007
Revision Date: July 1, 2013

General Description
Performs highly skilled administrative duties and supports a Vice President of a college or division.

Examples of Duties
- Manages internal and external communications for a college or division.
- Schedules meetings and events for the Vice President with faculty, staff, students, and external parties.
- Plans and manages events conducted by the Vice President.
- Acts as the Human Resources Officer for the division, such as overseeing recruitment efforts, processing required hiring forms, and terminating positions.
- Monitors the division budget and coordinates the budget review among the units.
- Collects, analyzes, and summarizes data from various systems to track grants/research activities.
- Manages contracts with consultants and vendors; processes purchase requests and disbursement for the division.
- Attends meetings at the request of the Vice President.
- Develops and disseminates material relating to the functional area of the University, college or division, and to the public.
- Monitors compliance with applicable policies and procedures.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of departmental functions and goals.
- Knowledge of word processing, spreadsheet, and database software.
- 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 four 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.