Job Title: Business Affairs Coordinator

BCAT Code: 09TX10
Pay Grade: G13  FLSA Status: Non-Exempt
Effective Date: April 1, 2007
Revision Date: July 1, 2013

General Description
Performs professional level administrative duties for an office, college or department, such as coordinating, processing and maintaining business affairs.

Examples of Duties
- Manages the business and financial affairs of the office, such as budgets, expenditures, reimbursements, and invoices.
- Verifies the availability of funds for purchase orders, travel and petty cash purchases.
- Monitors compliance with University policies and procedures.
- Processes, coordinates, and ensures requests from other departments, colleges or offices.
- Maintains departmental, personnel, and property control records.
- Assists with selecting and hiring administrative and managerial staff.
- Serves as customer service representative by providing general information to the Georgia State University (GSU) community and general public as needed.
- Reviews invoices for accuracy and processes payments prepared by the department.
- Oversees requests for facilities, property control, and telecommunications within and outside the University.
- Maintains class or student registration and scheduling.
- Supervises and coordinates the work and schedule of student assistants.
- Assists students with course registration.
- Manages the department website content, conference room schedule, and office calendar.
- Develops forms and procedures for efficient business practices.
- Provides administrative support to the Human Resources (HR) Manager, Business Manager or other higher GSU official.
- Utilizes a variety of software packages in the compilation of reports, memos, proposals, etc.
- Coordinates events and activities for the department.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of office policies and procedures.
- Knowledge of business practices and operations.
- Knowledge of information systems, such as Peoplesoft, Microsoft Office, etc.
- Excellent oral and written communications skills.
- Effective organizational skills.
- Effective time management skills.

Minimum GSU Hiring Standards
Bachelor’s degree and two years of business management 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.