Georgia State University

Job Specification

Job Title: Diversity Specialist

BCAT Code: 09HX32
Pay Grade: G14
Effective Date: June 1, 2011
FLSA Status: Exempt
Revision Date: July 1, 2013

General Description
Provides professional administrative support for the Diversity Education unit.

Examples of Duties
- Supports the Director of Diversity Education with initiatives, programs, policies and procedures.
- Coordinates the logistics for conferences and meetings.
- Edits and proofreads documents, including technical documents.
- Coordinates the gathering of information and documents for research.
- Develops and prepares basic reports.
- Creates and edits presentations.
- Tracks the budget expenses for Diversity Education.
- Coordinates travel arrangements, registrations, and travel reimbursements for Diversity staff.
- Logs activity updates and maintains the integrity of these tools.
- Serves as primary department contact for customer inquiries.
- Contributes to a progressive and productive work environment.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Working knowledge of database administration.
- Proficient with Microsoft Word, Excel, PowerPoint, Outlook, etc.
- Prior experience in developing basic database queries.
- Experience in writing, editing and proofreading technical documents.
- Excellent written and oral communication skills.
- Excellent customer service, time management and organizational skills.
- Ability to work efficiently and cooperatively with a diverse population.
- Ability to serve as a lead worker.

Minimum GSU Hiring Standards
Bachelor’s degree and two 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.