Georgia State University

Job Specification

Job Title: Business Affairs, Student Resolution Specialist

BCAT Code: 09TXD1  Effective Date: April 1, 2013
Band/Zone: G14   FLSA Status: Non-Exempt  Revision Date: July 1, 2013

General Description
Approves the transactions in the division as the secondary approver in Georgia State University’s (GSU) financial system and provides hands-on functional training to the Business Coordinators in the division.

Examples of Duties
- Provides administrative and clerical support to the Business Manager, such as the implementation of policies and procedures and special projects.
- Provides administrative support for division units in the absence of their administrative staff.
- Reviews and approves financial documents and transactions for payment to vendors.
- Trains hands-on the administrative staff members in the division.
- Manages daily office operations, such as purchasing and managing office supplies and equipment.
- Manages and reconciles a unit’s financial budget.
- Coordinates and maintains the travel schedules of division staff and visiting executive guests.
- Responds to general questions from the general public, students, and parents.
- Performs office duties, such as answering the telephone, handling incoming and outgoing mail, monitoring and handling e-mails and written correspondence concerning general questions, concerns, and/or complaints.
- Participates on search committees for new positions.
- Co-manages the University Out of State (OOS) Tuition Waiver process.
- Works with the Office of Faculty Affairs in event planning activities University-wide and division-wide.
- Reviews the Enrollment Services website and makes recommendations to the division’s Project Director and webmaster.
- Serves as the Administrative Assistant for the Senate Committee on Academic Programs.

Knowledge, Skills, and Abilities
- Knowledge of related Board of Regents (BOR) and University rules and regulations.
- Knowledge of word processing, spreadsheets, and database software.
- Effective oral and written communication skills.
- Effective time management skills.
- Strong organizational and time management skills.
- Ability to pay attention to detail.
- Ability to work independently and train others.

Minimum GSU Hiring Standards
Bachelor’s degree and four 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.

Office of Human Resources
Classification Section