General Description
Supports the President with general secretarial and administrative work. Work is performed under general supervision and requires considerable knowledge of office practices and procedures.

Examples of Duties
- Types letters, memos, and other documents, and correspondence.
- Composes correspondence for the President as requested.
- Prepares and distributes memoranda concerning administrative procedures and policies.
- Proofreads typed documents for accuracy and completeness.
- Answers the President’s telephone, screens phone calls, and directs calls to the appropriate person.
- Greets visitors, ascertains the nature of the business, and directs visitors to the appropriate staff.
- Schedules the meeting and travel arrangements for the President.
- Orders and maintains office supplies.
- Performs other clerical duties as needed.
- Maintains the President’s records and filing system.
- Assists the public by providing general information via telephone, mail, or in person.
- Coordinates the maintenance and repair of office equipment.
- Coordinates work activities of the clerical and secretarial support staff.
- Conducts complex administrative projects related to the functional area of department.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of word processing, spreadsheets, graphs, tables, etc.
- Knowledge of University policies and procedures.
- Knowledge of office policies, procedures, and practices.
- Effective organizational skills.
- Ability to communicate effectively in writing and orally.
- Ability to supervise others.

Minimum GSU Hiring Standards
Bachelor’s degree and two years of secretarial or administrative experience; or a combination of education and related experience. Types 65 wpm or 55 wpm with six months word processing 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.