Georgia State University

Job Specification

Job Title: Secretary to the Provost

BCAT Code: 09TX79
Pay Grade: G14
FLSA Status: Non-Exempt
Effective Date: April 1, 2007
Revision Date: July 1, 2013

General Description
Supports the Provost with general secretarial and administrative work.

Examples of Duties
- Types letters, memos, and other documents, and correspondence.
- Proofreads typed documents for accuracy and completeness.
- Prepares memoranda outlining and explaining administrative procedures and policies to employees.
- Answers the Provost telephone, screens phone calls, and directs calls to the appropriate person.
- Greets visitors, ascertains the nature of business, and directs visitors to the appropriate staff.
- Schedules the meeting and travel arrangements for the Provost.
- Orders and maintains office supplies; performs other clerical duties as needed.
- Maintains the Provost's records and filing system.
- Assists the public by providing general information by telephone, mail, or in person.
- Coordinates the maintenance and repair of office equipment.
- Coordinates the work activities of clerical and secretarial support staff.
- Conducts complex administrative projects related to the functional area of the department.
- Performs office management functions, such as monitoring expenses, and managing office policies.
- 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 one year of secretarial or administrative experience; or High school diploma or GED and five years of secretarial or administrative 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.

Office of Human Resources

Classification Section