Georgia State University

Job Specification

Job Title: Secretary to the Vice President

BCAT Code: 09TX80
Pay Grade: G13 FLSA Status: Non-Exempt

Effective Date: April 1, 2007
Revision Date: July 1, 2013

General Description
Supports a Vice President with general secretarial and administrative work.

Examples of Duties
- Types letters, memos and other documents and correspondences.
- Proofreads typed documents for accuracy and completeness.
- Prepares memoranda outlining and explaining administrative procedures and policies to employees.
- Answers the Vice President’s 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 Vice President.
- Orders and maintains office supplies.
- Maintains the Vice President’s records and filing system; performs other clerical duties as needed.
- Assists department members with special projects.
- Assists the public by providing general information via telephone, mail, or in person.
- Coordinates the maintenance and repair of office equipment.
- Suggests improved work methods and procedures.
- Coordinates work activities of clerical support staff.
- Conducts complex administrative projects related to the functional area of 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, table, etc.
- Knowledge of University policies and procedures.
- Knowledge of office policies and procedures.
- Effective organizational and time management skills.
- Ability to provide proper customer service.
- Ability to communicate effectively in writing and orally.

Minimum GSU Hiring Standards
Bachelor’s degree; 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.