Georgia State University

Job Specification

Job Title: Sponsored Programs Specialist

BCAT Code: 09TXA1     Effective Date: April 1, 2007
Pay Grade: G12      FLSA Status: Non-Exempt     Revision Date: July 1, 2013

General Description
Provides administrative and clerical support to the Sponsored Programs Officers, the Associate Director, and Director of the Office of Sponsored Programs under direct supervision. This is an entry-level position within the Sponsored Programs Specialist series. This level may also be used as a training level.

Examples of Duties
- Creates and maintains proposal and award files.
- Maintains the office records and filing system, including purging old records.
- Maintains the log of internal and external communications and correspondences.
- Distributes interdepartmental documents; processes and distributes the mail.
- Uploads documents to the InfoEd database.
- Maintains all requisitions and corporate card receipts; reconciles the monthly expenditures.
- Assists in the production of materials utilized for departmental training; makes copies, assembles packets, etc.
- Monitors the student assistants and coordinates work activities.
- Processes time sheets for student assistants and temporary employees.
- Prepare and maintains the Office of Sponsored Programs (OSP) Staff Meeting minutes.
- Creates forms and other documents as identified by the administration.
- Completes the registration for meetings and travel arrangements for staff members.
- Assists the office staff with equipment problems, such as computer, printer, and telephones.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of federal regulations, guidelines, and practices.
- Knowledge of word processing, spreadsheets, and other database software.
- Ability to communicate effectively verbally and in writing.
- Ability to work independently.
- Ability to prioritize work assignments and multi-task.

Minimum GSU Hiring Standards
Bachelor's degree and one year of administrative experience in a college or university setting; 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