Georgia State University

Job Specification

Job Title: Technical Assistant

BCAT Code: 09TX88
Pay Grade: G09
Effective Date: April 1, 2007
FLSA Status: Non-Exempt
Revision Date: July 1, 2013

General Description
Performs administrative work involved in facilities maintenance and utilization.

Examples of Duties
- Assists faculty, staff, and students in the space utilization of studios and classrooms.
- Coordinates services, renovations, and repairs.
- Coordinates gallery operations.
- Supervises the installation of exhibits.
- Packs, ships, and receives art exhibits.
- Inventories permanent art collections.
- Keeps the hallways clear of furniture.
- Supervises the disposal of waste.
- Trains others in proper safety precautions.
- Monitors the key control.
- Monitors the property and inventory control.
- Stores surplus property.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of tools and specialized art equipment.
- Knowledge of proper methods of packing, shipping, and storing art work.
- Effective oral and written communication skills.
- Effective organizational skills.
- Effective time management skills.
- Ability to lift and move artwork or furniture.

Minimum GSU Hiring Standards
High school diploma or GED and two years of administrative 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