General Description
Provides administrative support to the College of Law Human Resources Officer. This includes payroll, records management, training, classification, performance management, timesheet reporting, budget review, faculty and staff recruitment. Supports the College of Law Promotion and Tenure Committee.

Examples of Duties
- Coordinates payroll processing, such as status change, payroll action requests.
- Reviews the departmental budgets and initiates prior-period adjustment requests for faculty, staff, temporary and student employees.
- Manages the personnel document management system; maintains accurate and up-to-date files of active and inactive faculty and staff, the contract and non-renewal schedule for faculty, and the faculty review schedule.
- Completes reports related to employment statistics, such as termination, hire and transfer data.
- Assists with the preparation of performance evaluation forms.
- Assists with the online job posting process, such as research, documentation preparation, online entry for job posting and recruitment.
- Coordinates the graduate research assistant (GRA) appointment process, such as inputting the GRA payment data, monitoring and coordinating the monthly reconciliation of graduate assistant payroll budgets, initiating and validating GRA prior period adjustments, etc.
- Trains new graduate research assistants.
- Manages the administrative component of faculty personnel-related matters, such as promotion and tenure, annual contracts, the contract renewal and non-renewal process, faculty election, etc.
- Supports the College Promotion, Tenure, and Reappointment (PTR) Committee; facilitates PTR meetings; coordinates all PTR documents and files; attends University meetings related to the PTR.
- Coordinates staff development and training activities, such as the update of internal policy manuals and training documents.
- Manages office business affairs, such as invoice payments, reimbursements, supply ordering.
- Attends Human Resources meetings and University events concerning student programs and advisement to stay abreast of University policies and procedures.

Knowledge, Skills, and Abilities
- Knowledge of Georgia State University (GSU) procedures, practices, and policies.
- Knowledge of the function and goals of the College.
- Knowledge of multiple software, such as Word, Excel, etc.
- Excellent communication and organizational skills.
- Excellent interpersonal skills.
- Ability to train others.

Minimum GSU Hiring Standards
Bachelor’s degree and two years of related 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.