Job Title: Administrative Specialist – Managerial

BCAT Code: 09HX13                      Effective Date: April 1, 2007
Pay Grade: G18   FLSA Status: Exempt          Revision Date: July 1, 2013

General Description
Performs managerial administrative duties, coordinating the daily operations of a department, division, or work unit.

Examples of Duties
- Coordinates the daily activities and workflow of the assigned department, division or work unit.
- Processes approvals and transaction reports to payroll of all new hires.
- Verifies the accuracy of information entered into databases.
- Provides administrative support to higher level officials.
- Ensures that the department implemented the proper internal control policies and procedures.
- Manages the recruitment process and all Human Resources (HR) processes for faculty, staff, temporary, limited term or student workers.
- May be responsible for “pre” and “post” grants management.
- Serves as liaison between the department and various administrative units on campus.
- Manages, monitors, develops departmental budgets/expenditures.
- Advises Department Chairs and Directors regarding financial matters.
- Maintains personnel records and property inventory/control.
- Coordinates the equipment maintenance.
- Oversees the planning of meetings, conferences and events.
- May assist in monitoring the department website.
- Supervises lower level administrative staff and/or student assistants.
- Conducts staff training and development activities.
- May be responsible for monitoring the Southern Association of Colleges and Schools (SACS) accreditation.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of University programs and facilities.
- Knowledge of University policies and procedures.
- Knowledge of computer equipment, software packages, such as Peoplesoft, Banner, Microsoft Office, etc.
- Knowledge of assigned program area.
- Effective time management and organizational skills.
- Effective oral, written, and interpersonal communication skills.
- Ability to establish and maintain effective working relationships.

Minimum GSU Hiring Standards
Bachelor’s degree and five years of administrative experience; or high school diploma or GED and nine years 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.