General Description
Performs high level administrative and program support to a high-level college executive/official (i.e. the Associate Provost, Provost, Associate/Assistant Vice President, Associate/Assistant Dean, etc.).

Examples of Duties
- Manages the departmental workflow and makes adjustments to meet faculty needs.
- Hires, evaluates and oversees personnel matters related to the departmental administrative staff; coordinates the training and development of new employees and student assistants.
- Coordinates the training for support staff and develops various policies and procedures.
- Develops presentations, briefings, documents, and reports.
- Provides advice and recommendations to senior leadership and management officials concerning policies, initiatives, and operational matters/issues.
- Coordinates international visitor programs on behalf of the University.
- Monitors compliance with University policies and procedures as it relates to international programming.
- Provides information on continuing, current and proposed actions, programs and plans.
- Participates in budget preparations and maintains the budgetary account.
- Formulates proposed policies, and communicates and implements them upon approval.
- Manages all logistical duties for various functions.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of University rules, policies, and procedures.
- Knowledge of business management practices.
- Knowledge of various software and information systems, such as BANNER, MS Word, MS Excel, etc.
- Strong public relations skills.
- Skilled in professional business writing.
- Effective time management, analytical and organizational skills.
- Effective oral, written, and interpersonal communication skills.
- Ability to supervise and direct the work of others.
- Ability to plan, develop and analyze work procedures.

Minimum GSU Hiring Standards
Bachelor’s degree and four 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.