



Georgia College & State University (GCSU) is the state's designated public liberal arts university, where students learn the essential skills to compete in a fast-paced and technology-driven global society. The university prepares students for successful careers, leadership in communities, problem solving and life-long learning through personalized attention in a residential setting with opportunities for a variety of transformational experiences through its award-winning, high-impact practices. One of only three selective universities within the University System of Georgia and a top 10 ranked public university in the Southeast, GCSU offers undergraduate degrees in more than 40 majors, 34 graduate programs, doctorates in education and nursing, professional certificates and continuing education programs.

As a member of the prestigious Council of Public Liberal Arts Colleges (COPLAC), GCSU is committed to fostering a liberal arts environment that values academic preeminence, interdisciplinary inquiry and an inclusive learning community. GCSU enjoys a strong reputation for academic excellence and nationally ranked programs according to US News & World Report, The Princeton Review and Colleges of Distinction - among other ranking sources.

Georgia College & State University takes great pride in combining the educational experience of a private liberal arts college with the affordability of a public university. Faculty and staff are dedicated to student engagement and experiential learning through high-impact practices such as internships, service- and community-based learning, diversity, study abroad opportunities, mentored undergraduate research and a capstone project that fosters intellectual curiosity, reasoned inquiry and critical thinking.

The university's beautiful and historic campus is located downtown in Milledgeville, Georgia, a charming, diverse college town of approximately 19,000 residents in Central Georgia, and only 90 miles southeast of Atlanta. Milledgeville is also the home of noted American author and alumna, Flannery O'Connor, '45, and the college community enjoys many exciting literary arts programs at O'Connor's former home, Andalusia, now owned by the university. Milledgeville is located on the banks of beautiful Lake Sinclair and Lake Oconee, allowing faculty, staff and students to take full advantage of the environmental and recreational benefits of being part of a lake community. For cultural, educational and leisure opportunities beyond Milledgeville - Macon and Atlanta are located within easy driving distances.

Georgia College & State University is committed to protecting academic freedom in addition to supporting the freedom of expression as outlined in the University System of Georgia's [Freedom of Expression and Academic Freedom](#) policy and its [Ethics Code of Conduct](#). For more information, visit us online at gcsu.edu.

Job Summary

Performs a wide range of administrative support duties in addition to focused web and software support for the Provost, Associate Provost, and Academic Affairs staff. Person in this position will interact with a wide range of constituents. Person is expected to maintain a high level of confidentiality. Person must be able to manage and maintain multiple tasks simultaneously.

Responsibilities

Associate Provost Administrative Assistant - 25

Provides support to the Academic Affairs Office, including: serving as the office receptionist, answering and routing telephone calls appropriately, receiving and sorting incoming mail and resolving a range of routine problems and inquiries. Specifically works with Associate Provost, manages calendar, meeting schedule, event management. Supports the Provost office in the facilitation of Academic Appeals

Communications - 15

Helps compose, proof and format various correspondence, reports, and other documents as requested; including the monthly Provost Notes. Provides all notes/minutes for Council of Deans, Extended Council of Deans, and Academic Leadership Team.

General Provost Office Support - 15

Schedules and coordinates conferences, retreats, meetings, events, interviews, appointments, which may include coordinating travel and lodging arrangements. Makes arrangements for various meetings, takes minutes and prepares agendas and other supporting documents that may be needed.

eT&P and Digital Measures Administrator - 15

Oversees and maintains the eT&P portfolio system. Enters and maintains all limited term and permanent faculty credentials for Digital Measures. This information is vital to faculty evaluation and accreditation. Creates and distributes administrative reports.

Web Administrator - 15

Creates and maintains external and internal websites for GCSU Provost 's Office, The Graduate School, and IACUC. Creates and maintains updated forms. Creates DocuSign forms.

University Curriculum Management System - 15

Oversees and manages the University Curriculum Management System to facilitate the curriculum approval process. Serves as the USG Sharepoint Administrator for the campus. Organizes and provides support to the University Curriculum Committees.

Required Qualifications

Educational Requirements

High School Diploma

Required Experience

At least one to three years experience directly related to the duties and responsibilities specified.

Preferred Qualifications

Preferred Educational Qualifications

Bachelor's degree or an equivalent of education plus relevant business experience.

Required Documents to Attach

- List of References

Equal Employment Opportunity

Georgia College & State University (GCSU) is committed to the fundamental principle of equal opportunity and equal treatment for every prospective and current employee. No person shall, on the grounds of race, color, sex (including pregnancy, sexual orientation, and gender identity), religion, national origin, age, disability, veteran status, or genetic information, be excluded from employment or participation in, be denied the benefits of, or otherwise be subjected to discrimination, under any program or activity conducted by GCSU.

Georgia College & State University is a national award-winning institution in areas of student success and achievement. It strives to achieve excellence in the composition of its community, educational programs, university policies, research and scholarship, campus life, employment practices, extracurricular activities, and community outreach. It is a priority of the university to be a welcoming and inclusive environment so that its campus culture will enhance the ability of its community members to succeed in their endeavors, to be respected as individuals, and to feel a sense of belonging. Please visit Equal Employment Opportunity for more information.

Other Information

This is not a supervisory position.

This position does have financial responsibilities.

This position will not be required to drive.

This role is considered a position of trust.

Background Check

- Criminal Background Check
- Credit Check

Please apply here: [Administrative Assistant II- Provost's Office](#)