Dean’s Office GAA Job Description

Reports to: Christine Robinson, Campus Executive Director
Time commitment: 20 hours per week
Compensation: monthly stipend ($500) and tuition waiver

The Andrew Young School of Policy Studies’ Dean’s Office is seeking a (GAA) Graduate Administrative Assistant to assist with front office duties. Specific duties will include, but will not be limited to:

- Answering phone calls; routing calls
- Managing and maintaining Dean’s Office reception desk and area
- Welcoming faculty, staff, guests and students to the floor
- Assisting with the management of inventory and office supplies
- Assist with maintaining office equipment (printers, copiers, fax machines, etc.)
- Managing and executing projects and tasks from Dean’s Office staff
- Making interoffice mail deliveries and pickups
- Set up for events, meeting and conferences
- AYS Research Vault support

This position is extremely important to the Dean’s Office and the Andrew Young School of Policy Studies as a whole, as it interacts with a variety of people such as students, faculty, invited guests, business leaders, student’s families, etc. This position needs to be able to understand requests and answer them appropriately as well as direct them to those knowledgeable and overseeing specialized areas. This position needs to be professional and courteous at all times during business hours.

**Please email: Resume, cover letter, Fall class schedule**