



Job Specification

Job Title: Activities Coordinator
BCAT Code: 510X AG
Pay Grade: G08

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Non-Exempt

General Description

Coordinates activities and programs within a functional area of the University.

Examples of Duties

- Provides room set-ups for classes or special events.
- Moves furniture and equipment.
- Sets up break areas, meals or other catering functions.
- Registers students or the public for various events.
- Assists instructors and staff as needed.
- Answers telephone and provides general information to public.
- Sells supplies in student bookstore.
- Orders supplies as needed.
- Opens and closes facilities as scheduled.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of basic facilities management.
- Effective oral and written communication skills.
- Effective organizational skills.
- Effective time management skills.
- Ability to move furniture and equipment.

Minimum GSU Hiring Standards

High school diploma or GED and one year 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.