



Job Specification

Job Title: Community Service Specialist I
BCAT Code: 410X AP
Pay Grade: G11

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

General Description

Coordinates and supervises the activities of a community program.

Examples of Duties

- Develops programs, which serve to benefit the community.
- Coordinates recruitment of eligible participants.
- Maintains client rosters.
- Ensures government regulations are followed.
- Identifies community and institutional resources.
- Arranges for speakers, field trips and other activities.
- Serves as the liaison between the university and the community.
- Conducts development workshops.
- Coordinates publicity events for the program.
- Negotiates contracts.
- Supervises student interns working with the program.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of programmatic area.
- Knowledge of local resources.
- Knowledge of the target community.
- Knowledge of computer equipment and software.
- Effective communication skills.
- Effective organizational skills.
- Effective time management skills.

Minimum GSU Hiring Standards

Bachelor's degree and one year experience; or combination of education and 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.