



**Job Specification**

**Job Title: Coordinator, Educational Affairs**  
**BCAT Code: 400X AK**  
**Pay Grade: G15**

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

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**General Description**

Conducts program review and assessment of quantitative and qualitative data for accreditation purposes.

**Examples of Duties**

- Coordinates and analyzes enrollment data for programs/courses including review of undergraduate transfer pattern; length of time in program; ratio of accepted to completed programs; trends in credit hour enrollment.
- Compile data on various components of admission criteria and compare to performance in programs.
- Collects, analyzes and interprets various types of data for accreditation purposes.
- Coordinates and analyzes recruitment data including supply/demand; group representation/under representation in admission and program completion.
- Develops recruitment plan to include publications, information forums, and computer information tools.
- Establishes and maintains relationship with business industry to develop sources for financial aid and publicize.
- Collects information on current teacher education recruitment activities at University.
- Performs other related duties as assigned.

**Knowledge, Skills and Abilities**

- Knowledge of higher education administration.
- Knowledge of NCATE and SACS guidelines.
- Knowledge of marketing practices and techniques.
- Knowledge of computer operation and statistical software packages.
- Effective time management and organizational skills.
- Ability to communicate effectively orally and in writing.
- Ability to supervise and train lower level employees.

**Minimum GSU Hiring Standards**

Master's degree in Education and two years experience; or a Bachelor's degree and three years 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.*