



Job Specification

Job Title: GCIC Business Affairs Coordinator
BCAT Code: 434X AL
Pay Grade: G14

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

Job Description

Coordinates the daily operational and administrative functions of the Georgia Career Information Center (GCIC). This includes office management, career library, data collection, activity tracking, etc.

Job Duties/Responsibilities

- Evaluates, reviews, updates, and maintains operational processes.
- Trains staff.
- Supervises customer service specialists.
- Manages data collection process for assessments and activity tracking.
- Manages office calendar, daily schedules, and workshops.
- Coordinate the development of the student communication process.
- Coordinates and implements a marketing program with staff.
- Liaison for GCIC to other external customers.
- Evaluates operations and prepares report detailing progress of operations.
- Performs other advanced level marketing and specialist duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge of promotional, marketing, customer service, and training techniques and practices.
- Knowledge of office policies and procedures.
- Knowledge of basic computer operation and software (spreadsheets, word processors, databases, & presentations).
- Ability to multi-task, pay attention to detail, and exhibit excellent customer service.
- Effective time management and organizational skills.
- Ability to communicate effectively verbally and in writing.

Minimum Hiring Standards

Bachelor's degree and two years of related experience; or a 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.