



**Job Specification**

**Job Title: Instructional Services Coordinator**  
**BCAT Code:400X AT**  
**Pay Grade: G14**

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

---

**General Description**

Develops programs, conducts training workshops, and assists in project research.

**Examples of Duties**

- Develops, coordinates, and implements programs with faculty assistance.
- Conducts training workshops in area of assignment; develops material, conducts research, presents information.
- Provides technical assistance to teachers.
- Assists in the data collection and evaluation of activities.
- Performs other related duties as assigned.

**Knowledge, Skills and Abilities**

- Knowledge of computer applications related to area of assignment.
- Knowledge of applicable policies, procedures, and laws.
- Skill in presenting technical, detailed information and developing training strategies.
- Skill and ability to communicate effectively, both orally and in writing.

**Minimum GSU Hiring Standards**

Bachelor's degree with two years experience; or high school diploma or GED and six years 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.*