



Job Specification

Job Title: Manager, Brookhaven Center
BCAT Code: 315X BJ
Pay Grade: G16

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

General Description

Manages the daily operation of the Brookhaven Center and reports to the GSU Alpharetta Center Director. Oversees the MBA program at this facility and all services for faculty and students.

Examples of Duties

- Supervises a staff of four employees.
- Coordinates services with Auxiliary Services, Leasing Manager (HVAC & grounds), IS*T, GSU Bookstore, outside contractor, security, as well as various downtown GSU departments and Alpharetta Center.
- Schedules classes and assigns classrooms.
- Manages the budget for the Center.
- Manages contractual services for cleaning and courier.
- Reconciles cash register daily and weekly with Alpharetta Center.
- Works with Alpharetta Center Budget Manager to ensure that applicable GSU policies and procedures are followed.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of GSU policies and procedures.
- Ability to communicate effectively both verbally and in writing.
- Ability to supervise and direct the work of others.
- Ability to work independently.

Minimum GSU Hiring Standards

Bachelor's degree and two years of supervisory/managerial 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.