



**Job Specification**

**Job Title: Manager, CollabTech**  
**BCAT Code: 315X BR**  
**Pay Grade: G17**

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

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**General Description**

Creates and implements processes, procedures, and general business management for resident businesses assigned to the CollabTech facility. Coordinates education and networking programs (internal and external) for the resident businesses. Will serve as a non-voting ex-officio member of the Advisory Board and the Executive Committee.

**Examples of Duties**

- Develops support mechanisms and resources, including a network of Atlanta experts, to assist in addressing the development needs of each resident business.
- Develops criteria for admissions into the program and conduct exit interviews.
- Obtains and maintains information pertaining to resident company's financial, sales, employment, and other pertinent information for a period of five years after the resident company leaves CollabTech.
- Oversees the cleaning of the facility and maintenance of equipment within the facility.
- Coordinates the use of space within the facility.
- Coordinates the annual "open house" event.
- Develops workshops for residents of the facility.
- Manages the facility budget.
- Explores ongoing opportunities to foster collaboration among Resident Companies, Georgia State University, and the Atlanta business community.
- Performs other related duties as assigned.

**Knowledge, Skills and Abilities**

- Knowledge of applicable federal, state, local rules and regulations as it pertains to small business administration.
- Ability to communicate effectively both verbally and in writing.
- Ability to work independently.
- Ability to train others.
- Ability to multi-task in a deadline driven environment.
- Effective time management and organizational skills.
- Proficiency with word processing, spreadsheet, and database software.

**Minimum GSU Hiring Standards**

Bachelor's degree and four years experience in program development.

*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.*