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**Job Specification**

**Job Title: Manager, GCIC Marketing and Training**  
**BCAT Code: 315X AR**  
**Pay Grade: G17**

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

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**General Description**

Plans, directs, and coordinates the training and marketing activities of the Georgia Career Information Center.

**Examples of Duties**

- Reviews and approves new programs or recommends modifications to existing programs.
- Evaluates programs to determine effectiveness, efficiency and utilization.
- Ensures activities comply with policies and guidelines effecting career development, grants, proposals, related projects, and the overall mission of GCIC.
- Manages outreach activities with community partners, agencies and schools.
- Recruits, hires, trains, and evaluates staff and services and enact disciplinary actions and appropriate follow-up.
- Meets with users to disseminate information, identify problems, monitor reports, to ensure adherence of goals and objectives.
- Negotiates, renews, and retains contracts for a large statewide system.

**Knowledge, Skills and Abilities**

- Knowledge of federal and state employment laws.
- Ability to communicate effectively verbally and in writing.
- Ability to work under pressure and handle stressful situations.
- Ability to supervise and direct the work of others.
- Ability to lift and carry materials and equipment up to approximately 50 pounds.
- Ability to stand for long periods of time.
- Proficiency in word, spreadsheets, database programs and visual aids.

**Minimum GSU Hiring Standards**

Bachelor's degree in business or a related field and two years of supervisory/managerial experience; or, a bachelor's degree and four years of related experience; or a combination of education and experience. Must have a valid Georgia driver's license.

*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.*