



Job Specification

Job Title: Project Coordinator
BCAT Code: 325X BN
Pay Grade: G15

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

General Description

Performs administrative work in planning special projects.

Examples of Duties

- Provides administrative support to faculty and staff in completing special projects.
- Identifies promotional opportunities for project.
- Provides general office management support such as budget management, etc.
- Develops and produces newsletters, etc.
- Trains support staff in project related areas.
- Provides information to the public concerning projects.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of assigned project area.
- Knowledge of computers and software.
- Effective oral and written communication skills.
- Effective organizational skills.
- Effective time management skills.
- Effective supervisory skills.

Minimum GSU Hiring Standards

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