



Job Specification

Job Title: Project Manager, Senior
BCAT Code: 460X CG
Pay Grade: G22

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

General Description

Performs system analysis, planning, and developments to assist internal University customers with their system needs.

Examples of Duties

- Communicates with internal University customers regarding systems needs/performances.
- Manages systems development and support projects and processes to completion utilizing sound project management fundamentals.
- Provides applications support for in-house developed and third party supplied software packages.
- Performs systems analysis, software development, and/or testing associated with supporting existing systems, customizing/interfacing integrating third party supplied software, or full life cycle development of proprietary software products.
- Provides project management, status reporting, and consistent communication to departmental leadership regarding systems initiatives with which the organization is engaged.
- Provides leadership and staff development by mentoring junior staff's with their technical, professional, and communication skills.
- Makes decisions concerning design, testing and publishing web design/content.
- Makes decisions concerning direction of projects.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of FERPA regulations.
- Knowledge of ORACLE database.
- Proficient with word, spreadsheets, and databases.
- Ability to direct the work of others.
- Ability to communicate effectively verbally and in writing.

Minimum GSU Hiring Standards

Bachelor's degree and six years of 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.