



## **Job Specification**

**Job Title: Project Manager**  
**BCAT Code: 460X CE**  
**Pay Grade: G20**

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

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### **General Description**

Provides project management activities such as technical guidance, coordination, and implementation of various technology initiatives to include network infrastructure design, voice communications, web projects, telecommunications, etc. Establishes a strategy for communicating technical initiatives to the university community, utilizing both print and electronic media.

### **Examples of Duties**

- Plans, develops, and manages strategic technology initiatives utilizing project management concepts and tools.
- Collaborates with departments/offices/colleges in selecting technology initiatives for their mission.
- Oversees and coordinates the day-to-day project management operations (budget, personnel, information, policies, reports, & procedures).
- Serves as liaison between the project management initiatives and other associated offices or entities within and outside the university.
- Trains and guides staff in handling project management issues and concerns.
- Coordinates the development of publications for project.
- Prepares technical reports on project management goals, outcomes, compliance, and results. Facilitates project management meetings.
- Researches and develops new programs and funding proposals.
- Performs other duties as assigned.

### **Knowledge, Skills, and Abilities**

- Knowledge of project management concepts, principles, practices, and equipment.
- Knowledge of integrated systems and event driven programming.
- Ability to multi-task, train staff, supervise staff, and use independent judgment.
- Knowledge of Windows, voice response systems, and programming languages (COBOL, C, C++, Visual Basic, Pearle, Java, relational databases (Oracle, middleware, LANs, JC Land, Unix).
- Effective time management, customer service, analytical, and organizational skills.
- Effective oral and verbal communication with external and internal customers.

### **Minimum GSU Hiring Standards**

Bachelor's degree and five 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.*