



**Job Specification**

**Job Title: University Real Estate Officer**  
**BCAT Code: 450X BG**  
**Pay Grade: G21**

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

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**General Description**

Negotiates and prepares all University leases, purchases, and sales of property as well as easements, rights of way, licenses, and other real property interests.

**Examples of Duties**

- Negotiates purchase and sale of real property
- Negotiates and prepares all University leases (+3 million)
- Manages leased facilities in excess 420,000 sq. ft.
- Budgets and accounts for all rental payments and receipts.
- Prepares all real estate reports required by state and federal agencies
- Carry out other facilities management duties, such as public speaking, graphic presentations, and data analysis, as needed
- Coordinates consultant selection and directs client and consultant meetings.
- Interfaces with executive staff, academic leadership, professional staff, and others within the University.
- Meets with external contacts, the Board of Regents, state and city agencies, contactors, property owners and agents, professional associations, and community organizations.
- Performs other related duties as assigned.

**Knowledge, Skills and Abilities**

- Ability to walk two or more miles per day.
- Experience in a large metropolitan area.
- Experience in an academic environment.
- Experience managing a variety of contracted professional services.

**Minimum GSU Hiring Standards**

Bachelor's degree and six years supervisory/management experience; or a combination of education and experience. Advanced business or law degree; ten years experience in a variety of commercial real estate functions with at least five years in management of such functions preferred.

*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.*