**Georgia State University**

**Job Specification**

**Job Title:** Activities Coordinator

<table>
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<th>BCAT Code:</th>
<th>09TX33</th>
<th>Effective Date:</th>
<th>April 1, 2007</th>
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<td>Pay Grade:</td>
<td>G08</td>
<td>FLSA Status:</td>
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<td>Revision Date:</td>
<td>July 1, 2013</td>
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**General Description**
Coordinates activities and programs within a functional area of the University.

**Examples of Duties**
- Provides room set-ups for classes or special events.
- Moves furniture and equipment.
- Sets up break areas, meals or other catering functions.
- Registers students or the public for various events.
- Assists instructors and staff as needed.
- Answers the telephone and provides general information to public.
- Sells supplies in the student bookstore.
- Orders supplies as needed.
- Opens and closes facilities as scheduled.
- Performs other related duties as assigned.

**Knowledge, Skills and Abilities**
- Knowledge of basic facilities management.
- Effective time management skills.
- Effective organizational skills.
- Effective oral and written communication skills.
- Ability to move furniture and equipment.

**Minimum GSU Hiring Standards**
High school diploma or GED and one year of related 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.*