General Description
Coordinates the Georgia State University (GSU) Commencement Program at the Georgia Dome.

Examples of Duties
- Leads and coordinates all planning and preparation for the University commencements.
- Chairs the Commencement Council.
- Serves as the primary logistics manager for the commencement ceremony and related activities.
- Implements commencement related procedures as directed by the University President.
- Coordinates all commencement activities, such as processional activities, ceremony, protocol, student interaction, guest relations, marketing and communications, signage, parking, etc.
- Coordinates all logistics related to the President’s Reception at Commencement.
- Drafts and updates the University commencement manual.
- Manages the commencement budget in conjunction with Finance and Administration and the Registrar’s Office.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Excellent communication, interpersonal, organizational and time management skills.
- Ability to work independently and work well with individuals of diverse backgrounds.
- Ability to plan, prepare, maintain and monitor budgetary responsibilities.
- Ability to develop and maintain working relationships.

Minimum GSU Hiring Standards
Bachelor’s degree and two years of related experience; or a combination of education and 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.