Job Title: Community Services Specialist I

BCAT Code: 09JX08  Effective Date: April 1, 2007
Pay Grade: G11  FLSA Status: Exempt  Revision Date: July 1, 2013

General Description
Coordinates and supervises the activities of a community program.

Examples of Duties
- Develops programs that benefit the Community.
- Coordinates the recruitment of eligible participants.
- Maintains client rosters.
- Ensures that government regulations are followed.
- Identifies community and institutional resources.
- Arranges speakers, field trips and other activities.
- Serves as the liaison between the University and the Community.
- Conducts development workshops.
- Coordinates publicity events for the program.
- Negotiates contracts.
- Supervises student interns working in the program.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of the program area.
- Knowledge of local resources.
- Knowledge of the target community.
- Knowledge of computer equipment and software.
- Effective communication skills.
- Effective organizational skills.
- Effective time management skills.

Minimum GSU Hiring Standards
Bachelor’s degree and one year of related experience; or 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.