Georgia State University

Job Specification

Job Title: Conference and Program Services Coordinator

BCAT Code: 09JX43  Effective Date: June 1, 2011
Pay Grade: G15    FLSA Status: Exempt  Revision Date: July 1, 2013

General Description
Performs administrative work, such as recruiting and managing conference programs and coordinating program partnerships.

Examples of Duties
- Works closely with clients in conference planning and implementation.
- Generates the conference budget and manages expenses.
- Coordinates program needs with faculty and staff.
- Works with University Relations in the development of advertising and marketing.
- Provides campus tours to potential conference clients.
- Serves as onsite contact during conferences and ensures that service needs are accurately communicated.
- Serves as the liaison between the client and the department.
- Conducts market research and assessments to determine the client needs.
- Develops evaluation tools for assessing client satisfaction.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Excellent oral and written communication skills.
- Ability to independently supervise.
- Ability to manage budgetary responsibilities.
- Ability to analyze data.

Minimum GSU Hiring Standards
Bachelors degree and four 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.

Office of Human Resources    Classification Section