Georgia State University

Job Specification

Job Title: Coordinator, Educational Affairs

BCAT Code: 09IX05
Pay Grade: G15
FLSA Status: Exempt

Effective Date: April 1, 2007
Revision Date: July 1, 2013

General Description
Conducts program reviews and assessments of quantitative and qualitative data for accreditation purposes.

Examples of Duties
- Coordinates and analyzes the enrollment data for programs/courses, such as the review of undergraduate transfer patterns, the length of time in the program, the ratio of accepted to completed programs, trends in credit hour enrollment.
- Compiles data on various components of admission criteria and compares those with the performance in the program.
- Collects, analyzes and interprets multiple types of data for accreditation purposes.
- Coordinates and analyzes recruitment data, such as supply/demand, group representation/under representation in admission, and program completion.
- Develops recruitment plans, such as publications, information forums, and computer information tools.
- Establishes and maintains the relationship with business and industry to establish resources for financial aid and public relations purposes.
- Collects information on current teacher education recruitment activities at the University.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of higher education administration.
- Knowledge of National Council for Accreditation of Teacher Education (NCATE) and Southern Association of Colleges and Schools (SACS) guidelines.
- Knowledge of marketing practices and techniques.
- Knowledge of computer operations and statistical software packages.
- Effective time management and organizational skills.
- Ability to communicate effectively orally and in writing.
- Ability to supervise and train lower level employees.

Minimum GSU Hiring Standards
Master’s degree in Education and two years of related experience; or a Bachelor’s degree and three years 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.