General Description
Manages multiple complex operational functions for the University under general to limited supervision.

Examples of Duties
- Assists in planning, implementing, and managing special events and ensures that the needs and goals are met.
- Conceptualizes themes; develops plans and timelines; fulfills staffing and space needs.
- Makes recommendations to the Assistant Vice President (AVP) for Auxiliary and Support Services.
- Conducts post-event evaluations.
- Serves as the on-site supervisor for selected activities or events.
- Provides on-site support for site visitors and event logistics meetings.
- Generates and tracks letters of intent, agreements and contracts.
- Develops the annual operating budget and projections, and submits those for review and approval.
- Supervises, trains, and evaluates staff members who operate concession stands, coffee stands, coffee shops, and performs other duties associated with game day activities or special events.
- Supervises, trains and evaluates full-time painters and contractual workers.
- Works with Facilities to ensure that the grounds are presentable.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of facilities management and event coordination practices.
- Effective communication, organizational and time management skills.
- Ability to work well with others.
- Ability to multi-task and pay attention to detail.
- Ability to manage budgetary responsibilities.

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