Georgia State University

Job Specification

Job Title: GCC Project Coordinator

BCAT Code: 09HX30 Effective Date: June 1, 2011
Pay Grade: G17 FLSA Status: Exempt Revision Date: July 1, 2013

General Description
Oversees daily project management operations of the Georgia Cancer Coalition (GCC), such as planning, developing, and managing educational and research programs, utilizing project management tools and concepts.

Examples of Duties
- Prepares reports concerning project management goals, outcomes, and results.
- Utilizes Geographic Information Systems, the Statistical Package for the Social Science (SPSS) software, Likert scale analysis, and other techniques to produce predictive data results for project evaluations.
- Facilitates and oversees project development meetings.
- Coordinates educational meetings; develops curricula; prepares training manuals; designs or conducts project evaluations.
- Creates electronic communications for the Georgia Center for Oncology Research and Education (CORE) research networks and partners.
- Develops or edits presentations, newsletters, and websites.
- Researches and recommends opportunities in new information technology environments.
- Coordinates the back-up of the Georgia CORE information system.
- Manages relationships with consultants, investigators, and vendors.
- Assists in the development and implementation of organizational goals and strategies.
- Represents Georgia CORE at conferences and meetings.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of project management concepts, practices, and principles.
- Knowledge of MS Windows applications.
- Knowledge of evaluation methods.
- Knowledge of database management tools and applications.
- Effective time management and organizational skills.
- Effective oral and written communication skills.
- Ability to multi-task, supervise staff and work independently.
- Ability to manage and maintain confidential information.

Minimum GSU Hiring Standards
Bachelor’s 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.