Georgia State University

Job Specification

Job Title: Instructional Services Coordinator

BCAT Code: 09IX10
Pay Grade: G14  FLSA Status: Exempt

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

General Description
Develops programs, conducts training workshops, and assists in project research.

Examples of Duties
- Develops, coordinates, and implements programs with faculty assistance.
- Conducts training workshops in the assigned area.
- Develops material, conducts research, presents information.
- Provides technical assistance to teachers.
- Assists in the data collection and evaluation of activities.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of computer applications related to the area of assignment.
- Knowledge of applicable policies, procedures, and laws.
- Skilled in presenting technical, detailed information, and in developing training strategies.
- Skilled and ability to communicate effectively, both orally and in writing.

Minimum GSU Hiring Standards
Bachelor’s degree with two years of related experience; or a combination of training 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