Georgia State University

Job Specification

Job Title: Coordinator, Indian Creek Facility

BCAT Code: 09HX44
Band/Zone: G15   FLSA Status: Exempt
Effective Date: August 30, 2013
Revision Date: August 30, 2013

General Description
This position is responsible for the Georgia State University (GSU) Indian Creek recreation area in functions, such as providing tours to requesting groups, marketing the property, scheduling and managing all events, and maintaining relationships with contractors and vendors.

Examples of Duties
- Manages on-site the facility, such as the lodge, pools, event lawn, sand volleyball court, ropes course, outpost, grounds, and residential properties.
- Manages the maintenance of the facility.
- Coordinates facilities maintenance projects with the appropriate on-campus and off-campus departments and vendors.
- Oversees and develops risk management and security protocols for the entire property.
- Develops policies for the use of new facilities.
- Manages the inventory and controls operational supplies; assists in the purchase of items.
- Manages Georgia State University (GSU) events and private events that take place at the lodge.
- Supports events by managing the event access, set-up, clean-up, etc.
- Provides marketing materials for the facility in collaboration with the department Marketing Specialist.
- Gives marketing presentations to interested University students, faculty, and staff, and to interested outside groups.
- Manages the master schedule of the facility.
- Analyzes the usage statistics.
- Develops semester and annual reports regarding Indian Creek events.
- Performs other duties as assigned.

Knowledge, Skills, and Abilities
- Knowledge of all aspects of event planning and execution.
- Knowledge of general facilities maintenance.
- Knowledge of computerized scheduling programs, computer software and operations.
- Effective oral and written communication skills.
- Excellent customer service skills.
- Ability to lift up to 50 pounds.
- Ability to manage a budget.

Minimum GSU Hiring Standards
Bachelor’s degree and three 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.