Job Title: Manager, Alpharetta Center

BCAT Code: 09NX84
Band/Zone: G14  FLSA Status: Exempt
Effective Date: August 1, 2013
Revision Date: August 1, 2013

General Description
Manages the details of the Center’s daily operations, such as managing front desk operations, the weekly financial tracking, and supervising building services.

Examples of Duties
- Manages the day-to-day front desk operations, such as scheduling front desk coverage, reconciling daily receipts for deposit.
- Assists the Director with financial reporting and tracking, such as updating and managing outdated cash register reporting systems, developing systems and procedures to support e-commerce transactions.
- Manages and develops student enrichment activities, such as student fairs.
- Supervises, guides, and grows the Proctoring program.
- Supervises the Administrative Assistant for front office operations.
- Coordinates cleaning and grounds services with the supervisor or foreman of Georgia State University (GSU) building services.
- Coordinates the maintenance services with the onsite maintenance worker.
- Serves as the point person for key control, and the building alarm system.
- Supervises the Security Guards.
- Coordinates with GSU campus police whenever relief help is needed.
- Serves as liaison, together with the Director, to GSU and the local area’s Emergency Management Personnel, such as Police and Fire Departments.
- Performs other duties as assigned.

Knowledge, Skills, and Abilities
- Knowledge of applicable federal, state, Board of Regents (BOR), and University laws, rules, and regulations.
- Knowledge of financial reporting.
- Knowledge of word processing, spreadsheets, and database software.
- Effective organization and time management skills.
- Ability to prioritize work assignments and multi-task.
- Ability to communicate effectively verbally and in writing.
- Ability to supervise and manage others.

Minimum GSU Hiring Standards
Bachelor’s degree and two years of supervisory/management 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.