Job Title: Manager, Brookhaven Center

BCAT Code: 09GX18  Effective Date: April 1, 2007
Pay Grade: G16   FLSA Status: Exempt  Revision Date: July 1, 2013

General Description
Manages the daily operation of the Brookhaven Center and reports to the Georgia State University (GSU) Alpharetta Center Director. Oversees the Master of Business Administration (MBA) program, and all services for faculty and students at this facility.

Examples of Duties
- Supervises a staff of four employees.
- Coordinates services with Auxiliary Services, the Leasing Manager, HVAC & Grounds, IS&T, the GSU Bookstore, outside contractors, Security, various downtown GSU departments and the Alpharetta Center.
- Schedules classes and assigns classrooms.
- Manages the budget for the Center.
- Manages the contractual services for cleaning and courier.
- Reconciles the cash register daily and weekly with the Alpharetta Center.
- Works with the Alpharetta Center Budget Manager to ensure that applicable GSU policies and procedures are followed.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of GSU policies and procedures.
- Ability to communicate effectively both verbally and in writing.
- Ability to supervise and direct the work of others.
- Ability to work independently.

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

Office of Human Resources  Classification Section