Georgia State University

Job Title: Manager, Business Services (UCS)

BCAT Code: 09GX52                   Effective Date: September 1, 2012
Pay Grade: G17   FLSA Status: Exempt                   Revision Date: July 1, 2013

General Description
Under the direction of the Director of University Career Services (UCS), this position assists in the
management of day-to-day fiscal and business operations, human resources, and administrative affairs of
the UCS and the Georgia Career Information Center (GCIC), the Office of Civic Engagement (OCE), and
the Leadership Program.

Examples of Duties
- Manages business procedures for the Senior Director, such as developing and preparing the budget,
  advising the Senior Director on revenue and expenditure forecast projections.
- Prepares fiscal reports and budget amendments as needed or requested.
- Manages the fiscal aspects of contract agreements for all areas.
- Develops and evaluates financial policies and procedures to ensure proper compliance; makes
  recommendations to the Senior Director to enhance such policies.
- Oversees disbursement requests in the financial system.
- Performs Automatic Data Processing (ADP) for submission to the Senior Director for final
  payment approval; manages ADP and e-time for assigned employees; manages Student
  Technology Fee disbursements.
- Supervises the UCS Customer Services Specialist I, the GCIC Administrative Coordinator
  positions, and student assistants.
- Serves as the Human Resources, PantherMart, and Spectrum representative for UCS, GCIC, and
  OCE; attends training and workshops for these functions.
- Supports and trains UCS, GCIC and OCE start concerning responsibilities and GSU guidelines and
  policies.
- Advises on selecting, hiring, and managing staff; evaluates and suggests training programs and
  professional development for assigned staff and student employees.
- Performs other duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of federal, state and local compliance rules and regulations related to the duties and
  programs of the office.
- Knowledge of accounting principles, and business and financial management practices.
- Knowledge of University and Board of Regents policies and procedures.
- Knowledge of word processing, spreadsheets, accounting system software and database programs.
- Ability to supervise, manage and direct the work of others.
- Ability to communicate effectively verbally and in writing.

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