General Description
Oversees the day-to-day management of lifelong learning programs.

Examples of Duties
- Coordinates with instructors to schedule upcoming sessions.
- Coordinates all course, events, and contract logistics.
- Manages the programs production timeline and schedule.
- Generates reports and information for programs and program professionals.
- Manages the decision-making regarding the running and cancellation of courses and/or events.
- Manages the purchasing of software systems, supplies, materials and equipment for the unit.
- Supervises and trains office staff.

Knowledge, Skills and Abilities
- Knowledge of word processing, spreadsheets, and database programs.
- Ability to work under pressure and handle stressful situations.
- Ability to supervise and direct the work of others.
- Ability to communicate effectively verbally and in writing.

Minimum GSU Hiring Standards
Bachelor's degree in Business Administration or a related field and two years of related supervisory/managerial 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.