Job Title: Manager, International University of Grand Bassam (IUGB)

BCAT Code: 09GX29  Effective Date: June 1, 2011
Pay Grade: G21     FLSA Status: Exempt  Revision Date: July 1, 2013

General Description
Coordinates the services and technical assistance provided by Georgia State University (GSU) to the International University of Grand Bassam (IUGB) located in Cote D’Ivoire, West Africa.

Examples of Duties
- Serves as advisor and executive assistance to the President of IUGB.
- Assists in the strategic planning and implementation of plans and programs to build the University.
- Assists IUGB in identifying and appointing Board Members for the IUGB.
- Supports GSU experts on their visits to IUGB.
- Supports the marketing, outreach, student and faculty recruitment, and fundraising efforts of the University.
- Prepares and submits program reports and financial reports to keep GSU informed about the IUGB project.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of cultural diversity.
- Effective time management and organizational skills.
- Ability to work with a diverse population.
- Ability to serve as lead worker.

Minimum GSU Hiring Standards
Bachelor’s degree in African Studies, Political Science, Public Administration or a related field and five years of related experience. Knowledge of Ivorian indigenous languages preferred. Experience in Francophone West Africa preferred.

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