Job Title: Manager, Student Affairs Communication

BCAT Code: 09GX28  Effective Date: June 1, 2011
Pay Grade: G17   FLSA Status: Exempt  Revision Date: July 1, 2013

General Description
Creates a more professional image for the division by managing the process, proofreading, and approving all media materials.

Examples of Duties
- Develops, tests, implements and maintains the website for a department in accordance with established standards and management requirements.
- Supervises and manages the development of marketing media.
- Oversees the design and print of work within the division.
- Leads in planning and implementing special initiatives designed to enhance business processes through web-enabled technology.
- Provides technical assistance and training to departmental staff in completing routine updates to web pages.
- Manages the workload of web and print media developers.
- Coordinates the implementation of web initiatives as needed with the University Information Systems and Technology (IS&T) department and the University Web Master.
- Acts as liaison between departments and IS&T to resolve technical issues unrelated to the website.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of HTML, Dreamweaver, JAVA.
- Ability to work independently.
- Ability to serve as a lead worker.
- Ability to multi-task in a deadline driven environment.
- Ability to communicate effectively both verbally and in writing.

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