Job Title: Project Coordinator

BCAT Code: 09HX24  Effective Date: April 1, 2007
Pay Grade: G15  FLSA Status: Exempt  Revision Date: July 1, 2013

General Description
Performs administrative work in planning special projects.

Examples of Duties
- Provides administrative support to faculty and staff in completing special projects.
- Identifies promotional opportunities for projects.
- Provides general office management support, such as budget management, etc.
- Develops and produces newsletters, etc.
- Trains support staff in project related areas.
- Provides information to the public concerning projects.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of the assigned project area.
- Knowledge of computers and software.
- Effective oral and written communication skills.
- Effective organizational skills.
- Effective time management skills.
- Effective supervisory skills.

Minimum GSU Hiring Standards
Bachelor’s degree and two years of related experience; or high school diploma or GED and six years of related 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