Georgia State University

Job Specification

Job Title: Resources Coordinator

BCAT Code: 09IX14
Pay Grade: G14
Effective Date: July 1, 2009
FLSA Status: Exempt
Revision Date: July 1, 2013

General Description
Develops programs and resources for families and staff in the program to ensure compliance with local and national accreditation guidelines. Maintains the family resource area and lending library. Makes arrangements for referrals to local agencies for children with special needs.

Examples of Duties
- Coordinates the research efforts and course related work for participating University departments and third parties.
- Supports the development of University programs to ensure compliance with local and national accreditation guidelines.
- Coordinates the program resources and related services with faculty and staff.
- Schedules dates and times for data collection and observations.
- Assists with the data collection.
- Maintains and regularly updates the program data base.
- Maintains a resource guide with current information about the program resources.
- Coordinates the work with third-parties and referrals to third-parties.
- Compiles lists of books, periodicals, and other materials beneficial for the program.
- Works with the Program Director to identify representatives for committees.
- Assists in coordinating the efforts of the program groups.
- Produces a monthly newsletter.
- Updates and maintains the program website.
- Conducts training workshops.
- Coordinates arrangements for speakers, field trips, and other activities.
- Assists in the classrooms.
- Supervises student interns in the program as needed.

Knowledge, Skills and Abilities
- Knowledge of applicable policies, procedures, and laws.
- Knowledge of the assigned program.
- Efficient customer services skills.
- Ability to communicate effectively, both orally and in writing.
- Ability to work independently.
- Ability to solve problems.

Minimum GSU Hiring Standards
Bachelor’s degree and two years of experience in a related field; 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.