Job Title: Coordinator, Athletic Facilities

BCAT Code: 09NX64  Effective Date: June 1, 2011
Pay Grade: G15  FLSA Status: Exempt  Revision Date: July 1, 2013

General Description
Manages sports activities, such as baseball, softball, soccer, track, football, etc., within a department on a daily basis.

Examples of Duties
- Assists and supports the Assistant Athletic Director for Facilities and Operations in the project management of major and minor capital construction projects.
- Solicit, evaluates, and manages contractual bids for sports activities.
- Coordinates projects, contracts, or event schedules with the Athletic Department staff, coaches, students and contractors.
- Manages and oversees the capital project budget.
- Coordinates the hiring of outside contractors and event staff.
- Conducts daily inspections of the site to ensure that the work performed by the staff is in compliance with Georgia State University (GSU) standards.
- Hires and trains graduate/student assistants for game day and practice operations.
- Serves as the liaison with GSU campus facilities and building security.
- Manages the inventory of the Athletic Department.
- Develops and reviews policies and procedures for facility operations and game day activities.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Ability to provide direct independent supervision.
- Ability to make sound business decisions.
- Ability to develop and implement standards, guidelines, and schedules.

Minimum GSU Hiring Standards
Bachelor’s degree and four 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.