General Description
Assists and supports the University student organizations or associations, and implements their programs at Georgia State University (GSU).

Examples of Duties
- Meets and advises the president and officer of GSU student organizations and associations.
- Advises on the preparation, set-up, and details to make each program a success.
- Oversees the internal office operations.
- Establishes, maintains, and continuously improves systems and processes that support student affairs.
- Manages the program budget.
- Responds to correspondence and emails as needed.
- Maintains and organizes student records, files, and other program documents.
- Conducts evaluations; writes special and annual reports.
- Supervises graduate students or student assistants.
- Serves as liaison with other departments, divisions, colleges, etc.
- Maintains catalogs; manages existing print and multimedia resources.
- Coordinates, develops, and implements marketing strategies.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of University policies and procedures relating to student organizations.
- Knowledge of student organizations rules and regulations.
- Knowledge of developing and implementing strategic plans.
- Skilled in student advisement and working with students from diverse backgrounds.
- Ability to communicate effectively both verbally or in writing.
- Ability to supervise others.
- Ability to deal with diverse population.

Minimum GSU Hiring Standards
Bachelor’s degree and one year 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.