Georgia State University

Job Specification

Job Title: Student Affairs Operations Specialist

BCAT Code: 09JX23  Effective Date: April 1, 2007
Pay Grade: G14  FLSA Status: Exempt  Revision Date: July 1, 2013

General Description
Disseminates information to current and prospective students, and coordinates student programs within a college, department, division, and/or unit.

Examples of Duties
- Acts as liaison with the students for the college, department, division and/or unit.
- Acts as departmental liaison to graduate students.
- Coordinates graduate student events.
- Maintains graduate student records.
- Performs graduation audits for the department.
- Attends college, department, division, and/or unit meetings.
- Manages office activities.
- Processes and tracks applications for international students.
- Arranges for graduate student housing.
- Coordinates student room assignments, mailboxes, and parking.
- Develops policies and procedures, etc.
- Prepares reports relating to non-academic programs.
- Serves as a liaison to the University community.
- Promotes and publicizes program events.
- Coordinates departmental initiatives related to assessments, such as focus groups, resident and staff satisfaction surveys.
- Advises and counsels student organizations.
- Manages the student organization budgets.
- Performs other duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of event planning.
- Knowledge of budget management practices.
- Knowledge of computer equipment and software.
- Effective oral and written communication skills.
- Ability to supervise and train others.

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 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.