Georgia State University

Job Specification

Job Title: University Real Estate Officer

BCAT Code: 09NX16  Effective Date: April 1, 2007
Pay Grade: G21  FLSA Status: Exempt  Revision Date: July 1, 2013

General Description
Negotiates and prepares all University leases, purchases, the sale of property, easements, rights of way, licenses, and other real property interests.

Examples of Duties
- Negotiates the purchase and sale of real property.
- Negotiates and prepares all University leases.
- Manages leased facilities in excess of 420,000 square feet.
- Budgets and accounts for all rental payments and receipts.
- Prepares all real estate reports required by state and federal agencies.
- Carries out other facilities management duties, such as public speaking, presentations, and data analysis.
- Coordinates the consultant selection and directs client and consultant meetings.
- Interfaces with the executive staff, academic leadership, professional staff, and others within the University.
- Meets with external contacts, the Board of Regents, state and city agencies, contractors, property owners and agents, professional associations, and community organizations.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of managing multiple contracted professional services.
- Knowledge of working in an academic environment.
- Knowledge of working in a large metropolitan area.
- Ability to walk two or more miles per day.

Minimum GSU Hiring Standards
Bachelor’s degree and six years of supervisory/management experience; or a combination of education and related experience. Advanced Business or Law degree and ten years of experience in a variety of commercial real estate functions with at least five years in management of such functions preferred.

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