Georgia State University

Job Specification

Job Title: Web Coordinator, Finance and Administration

BCAT Code: 09VX29
Pay Grade: G17
FLSA Status: Non-Exempt
Effective Date: January 1, 2007
Revision Date: July 1, 2013

General Description
Develops and manages websites and servers for all departments within the division of Finance and Administration.

Examples of Duties
- Develops, tests, and maintains Finance and Administration websites.
- Maintains, upgrades, and patches Finance and Administration web servers.
- Provides workstation coordination and support throughout Finance and Administration.
- Coordinates and implements new web related projects.
- Trains staff and faculty.
- Troubleshoots and resolves technical problems.
- Serves as liaison for Finance and Administration on new web initiatives with the University Information Systems and Technology (IS&T) department and other University constituents.
- Performs other web related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of data processing and web principles, practices, and equipment in information technology.
- Knowledge of large integrated systems and event driven programs.
- Knowledge of Windows and programming languages, such as C, C++, Visual Basic, Pearle, Java, CGI and relational databases, such as Oracle, middleware, LANs, etc.
- Effective time management, customer service, analytical, and organizational skills.
- Effective oral and verbal communication skills with external and internal customers.
- Ability to multi-task, train staff, and use independent judgment.

Minimum GSU Hiring Standards
Bachelor’s degree and three 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.

Office of Human Resources
Classification Section