Job Title: Coordinator, Technology and Communication (UCS)

BCAT Code: 09JX61          Effective Date: October 16, 2012
Pay Grade: G15    FLSA Status: Exempt    Revision Date: November 1, 2014

General Description
Oversees the operation, updates, and maintenance of Panther Career Net, the campus online job board for students and participating prospective on-campus and off-campus employers, such as government and non-profit agencies, educational institutions, small businesses, and large corporations, seeking to hire Georgia State University (GSU) students for internships, part-time jobs, and career positions.

Examples of Duties
- Oversees, updates, and maintains the Panther Career Net.
- Trains University Career Services staff and prospective employers in best practices and new updates.
- Serves as the primary contact for the vendor, Simplicity.
- Interfaces with students and prospective employers to assist with all aspects of problem resolution, such as registration, use, account related issues.
- Assists with job postings and employer approval.
- Oversees, coordinates, and maintains all other University Career Services (UCS) technology, such as career exploration software used by UCS, operations software, productivity software, UCS computer systems, webcam, and the seminar “smart room” equipment, etc.
- Collaborates with IS&T and other vendors.
- Coordinates, updates, and maintains the UCS website, such as calendaring features, link verification, content updates.
- Maintains UCS social media sites; assists staff with specific web content projects.
- Trains staff with social media communications.
- Serves as a lead worker.
- Assists students and employers directly with electronic communication strategies.
- Works with the Business Manager to reconcile invoices.
- Coordinates the Student Tech Fee Proposal effort.
- Performs other duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of online job board operations and maintenance.
- Knowledge of website development and production.
- Knowledge of the use of social media.
- Effective time management, customer service, and organizational skills.
- Effective oral and written communication skills.
- Ability to use independent judgment.
- Ability to supervise and direct the work of others.

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.