General Description
Leads the daily operations and usage of the Buckhead and Peachtree Dunwoody Centers. Directs and supervises the staff to ensure that both Centers are maintained in a professional manner. Sets facility usage policies and procedures; manages the facility usage, capacity reporting and projecting.

Examples of Duties
- Focuses on long-term planning, facility usage policies and procedures, and the financial operations of the Buckhead and Peachtree-Dunwoody Centers.
- Processes 330 plus journals regarding the revenue collection for each activity held at the Centers on an annual basis.
- Manages and oversees the budget, such as journal processing and reconciling accounts payable and receivable, budget reporting and projecting for the Centers.
- Oversees the long-term scheduling of credit and non-credit course room reservations for Georgia State University (GSU) and non-GSU groups, and the student meeting room use.
- Resolves conflicting and overlapping space needs of programs and events.
- Schedules and coordinates the facility usage for major events for the College and University.
- Works with the leasing agent concerning the facility cleaning, electrical, HVAC, and plumbing work at the Centers.
- Negotiates parking rates for student cohorts with third-party parking vendors.
- Liaises between Auxiliary Services, faculty, and staff for monthly parking arrangements.
- Conducts tours for internal and external customers.
- Negotiates rates with local hotels and supply vendors.
- Obtains contracts and maintains relationships with suppliers.
- Coordinates facility audio visual services with the Robinson College of Business (RCB) and IS&T technical support staff.
- Arranges the catering for non-credit events.

Knowledge, Skills and Abilities
- Knowledge of University and College policies.
- Effective time management, customer service, and organizational skills.
- Effective oral and written communication skills.
- Ability to use independent judgment in complex situations.
- Ability to supervise and direct the work of others.

Minimum GSU Hiring Standards
Bachelor’s degree and two years of supervisory/managerial experience; or a combination of experience 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.