Job Title: Manager, Global Studies Institute

BCAT Code: 09GX62
Paygrade: G17
Effective Date: March 16, 2015
Job Family: Student Affairs/Student Support
FLSA Status: Exempt

General Description
Responsible for managing the business operations of the Global Studies Institute including budget supervision, purchasing, payroll, and facilities administration.

Examples of Duties
- Design and organize programmatic outreach activities.
- Develop and maintain the GSI website and promotion materials with support from the college.
- Work with Directors regarding new faculty hires and affiliate faculty research teams.
- Research grant opportunities and manage institute budget.
- Assist in the development of grant proposals.
- Serve as the curriculum maintenance coordinator for Global Studies Institute.
- Work with Director and College Development staff.
- Assist in the design and implementation of development outreach activities
- Performs other duties as assigned.

Knowledge, Skills, and Abilities
- Knowledge of grant proposal development.
- Knowledge of university rules and policies.
- Knowledge and awareness of cultural differences.
- Effective time management, customer service, event planning, and organizational skills.
- Effective oral and verbal communication with external and internal customers.
- Ability to manage budgetary responsibilities.

Minimum GSU Hiring Standards
Master’s degree in international affairs or related degree and three years related work experience; or a combination of education and related experience. Post grad degree in international affairs; five years policy experience, grants and budget experience 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.