



COORDINATOR, TECHNOLOGY AND COMMUNICATIONS

A Great Place to Work:

Would you be interested in attending an award-winning urban research university for free? Our Tuition Assistance Program lets employees take classes for free. At Georgia State University we emphasize work-life balance. With excellent benefits, competitive pay and an exciting location, Georgia State University could be the place for you.

Georgia State offers competitive pay and benefits including:

- Paid Leave Time
- Employee Tuition Assistance
- Comprehensive health, dental and vision insurance coverage
- 403(b) and pension plans
- Panther PERQS- vendor partnership discounts

And that's not all; visit our benefits page for more information: <http://www.gsu.edu/hr/benefits/index.html>.

The Opportunity:

The Coordinator, Technology and Communications position oversees the operation, updates, and maintenance of Panther Career Net, the campus' online job board for students and for all employers (government, nonprofit, educational, small business, and corporate) seeking to hire GSU students for internships, part-time jobs, and career positions. The successful candidate will train University Career Services staff and employers in best practices and new updates. The successful candidate will serve as the primary contact for the vendor, Symplicity, and will interface with students and employers to assist with all facets of problem resolution, including registration, use, and account issues. Along with other designated staff, the successful candidate will assist with job posting and employer approvals.

The successful candidate will oversee, coordinate, and maintain all other UCS technology, working with IS&T and other vendors. This includes the full array of career exploration software UCS utilizes to assist students, operations software, productivity software, as well as all UCS computer systems, webcam, and the seminar "smart room" equipment, as appropriate, etc.

The Coordinator will coordinate, update and maintain the UCS website, including calendaring features, link verification, and checking that content is up-to-date. The successful candidate will also assist UCS staff with specific web content projects.

This position will coordinate the Student Tech Fee Proposal effort, and, working with the Business Manager, process and reconcile associated invoices.

This position will coordinate and train UCS staff with social media communications and will maintain UCS social media sites, delivering an effective and professional social media presence to the GSU community. Leveraging technology, this position will directly assist with electronic communication strategies with students and employers.

Other duties as assigned.

Salary: \$37,026 - \$41,012

Minimum Qualifications: Bachelor's degree and 3 years of related experience; or a combination of education and experience.

Preferred Qualifications:

- Master's degree with at least 2 years of university-level career center experience
- One year of experience in working with a university-level career center online job board
- One year of experience in coordinating social media presence in a higher education context
- One year of experience in developing and maintaining a webpage for a career center or other student affairs department.
- Evidence of certification or course completion for webpage development and implementation. Evidence of certificate or course completion for technology skills.

To Apply: Submit an online application, cover letter, a list of professional references and resume at <https://jobs.gsu.edu>. All the materials must be completed in order to be considered for the position. Please refer to Vacancy# **0602814**. An offer of employment will be conditional on background verification.

Georgia State University is an AA/Equal Opportunity Employer.