



## **ASSET CONTROL COORDINATOR**

The Office of Information Systems and Technology (IS&T) is responsible for providing cutting-edge centralized technology services to the Georgia State University community. Recent and current major initiatives are the migration to Microsoft 365, cloud computing, and iPad registration for students.

### **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:**

As a part of this team, the Asset Control Coordinator will be the single point of contact for asset management (as a part of SACM) for items owned and operated by IS&T - an inventory estimated at \$15 million. This position will report directly to the Director of Business Support Services and be expected to operate with a high degree of independence.

Responsibilities include, but are not limited to:

- Selecting, implementing and operating of an asset tracking system based on the ITIL SACM framework for full lifecycle management - acquisition to disposal.
- Developing policies and procedures to document changes in asset status based on change requests, purchase orders, acquisitions and service requests - includes a checking in/out policy.
- Designing, implementing and operating a physical warehousing space.
- Preparation of periodic reports for the Director, Business Support Services and the CIO including hardware replacement budget forecasts.
- Delivery and pick-up of assets.
- Shipment of assets for maintenance repair.

**Salary:** \$34,470 - \$52,817

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

### **Preferred Qualifications:**

- Should be able to lift 40 pounds
- ITIL Certification
- Four years of experience with physical warehousing of IT equipment
- Experience with physical audits
- Recent evaluation of commercially available asset management systems

**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# **0602838**. An offer of employment will be conditional on background verification.

Georgia State University is an AA/Equal Opportunity Employer.