Georgia State University, an enterprising public research university in Atlanta, is a national leader in graduating students from diverse backgrounds. The university provides its world-class faculty and more than 50,000 students with unsurpassed connections to the opportunities available in one of the 21st century’s great global cities. Georgia State offers a challenging academic environment that emphasizes research and practical experience across the curriculum and has more than 50 nationally and internationally ranked programs.

While, Atlanta is integral to Georgia State’s educational experience, Atlanta’s quality of life helps Georgia State attract top-notch faculty, staff and administrators by contributing to the economies of Atlanta and the South. With more than 190,000 alumni worldwide, Georgia State’s commitment to student success and being a vital part of the vibrant arts and entertainment community of downtown Atlanta is where the city life meets campus life. Working at Georgia State is where you should be!!!

Georgia State University’s J. Mack Robinson College of Business is the sixth largest business schools in the country with an enrollment of approximately 8,000 students. Our undergraduate and part-time MBA programs for working professionals are ranked among the best by U.S. News & World Report, and our Executive MBA is ranked among the world’s best by CEO Magazine. Georgia State University is located in the heart of Atlanta and has strong ties with Atlanta’s business leaders, many of whom are alumni of the Robinson College.

**Description:** The Administrative Specialist for the Modeling Cluster will be responsible for event coordination and administrative support for graduate program activities and events, including industry speakers, workshops, boot camps, sprints, recruitment, and alumni events, as well as working collaboratively with internal and external customers to support the successful delivery of program objectives, according to University and academic policies. The role will spend 75% of the time on event coordination and administrative support, and 25% of the time on internal and external customer facing functions.

This position reports to the Assistant Director of Integrated Graduate Student Services – Modeling Cluster.

**Event Management:** Responsible and accountable for delivering all aspects of the event within the approved financial scope, ensuring that the overall event objectives, deliverables and timelines are met and exceed expectations. Executes event planning, including but not limited to: initiating vendor contracts, program and event collateral creation, menu selection, venue selection, development of invitations, theme and décor, and management and tracking of event program database. Serve as main communications point for all key customers on event-related details, as well as student advocate.

**Administrative:** Manage all administrative functions related to the coordination, support and execution of Modeling Cluster program activities and events. Coordinate and supervise scheduling activities with faculty and staff to optimization participation. Communicate scheduling and provide support to faculty and staff regarding event verification, registration, & technical issues. Initiate, route and maintain vendor contracts to support activities. Uphold RCB policies and standards for RCB student requirements and eligibility to participate. Track program activity attendance; collect and compile to feedback to measure effectiveness and strategize future success. Build, populate and validate student and alumni
database, and maintain an industry and vendor database for workshop development and job leads. Assist with posting and/or notifying students about job opportunities.

**Budget and Financial Affairs:** Track event and program budgets; provide financial reports to key stakeholders; ensure that all yearly activities are supported with proper documentation, accuracy, and department head approval; work with college level, university level, and GSU foundation departments to ensure compliance with GSU and USG policies; analyze areas of opportunities in spending and allocation of state & foundation accounts; practicing smart and responsible stewardship of resources on a timely manner.

**Marketing and External Relations:** Promote RBC brand and student advocacy at all university events. Engage in building positive external relationships with GSU partners and external customers to increase network, and showcase program and student capability. Collaborate with the university and college of business' Marketing and Communication department to create and distribute effective collateral to build awareness of programs and students resources; develop and maintain relationships with alumni, industry members, and campus connections to strategize on enhanced outreach capability. Write tagline and short stories to promote program events. Write summaries of events and programs for marketing and social media efforts. Participate in recruitment events to increase program awareness, and educate and attract potential students.

**Social Media:** Primary page admin for LinkedIn group; will be responsible for the development and administration of additional social media presence.

**Office Operations:** Coordinate front desk schedule of GRAs and provide coverage when necessary.

**Disclaimer:** This job requisition provides a high-level job definition. It is not intended to provide a comprehensive or exclusive list of job duties. As such, job duties and/or responsibilities within the context of this job requisition may change at the discretion the employee’s direct supervisor.

**Qualifications:** Bachelor’s degree and one year of administrative experience; or high school diploma or GED and five years administrative experience; or a combination of education and related experience.

**Preferred Hiring Qualifications:**

The preferred candidate will possess the following attributes:

- Hold a Bachelor’s degree and have a minimum of 1+years of administrative experience
- Must have solid administrative skills and capabilities, and desire a responsive, engaged, collaborative team environment
- Must have outstanding communication skills, ability to prioritize assigned tasks, demonstrated time management skills, adaptable/flexible workstyle, and a high level of attention to detail
- Must be able to seamlessly transition from administrative tasks to customer-facing duties and consistently demonstrate a professional demeanor and business acumen
- Desires interaction with internal and external customers to support program success
- Experience working in environments that support international students, a plus
- Collaborative team player
- The right candidate will take a proactive approach in all areas of the job, from acting as the face of GSU while facilitating events to identifying issues, and creatively solving problems and improve our processes
College/Business Unit: Robinson College of Business

Department: J. Mack Robinson College of Business, Graduate Recruiting & Student Services

Location: Buckhead Campus

Shift: 8:30 AM - 5:15 PM but weekend and evening hours are required

Salary: $31,000 - $47,000

Pay Grade: 12

FLSA Status: Non-Exempt