GEORGIA STATE UNIVERSITY
HUMAN RESOURCES

JOB FAMILIES

SELECT THE JOB FAMILY OF INTEREST BELOW TO REVIEW THE DESCRIPTION

JOB FAMILIES

- ADMINISTRATIVE/MANAGEMENT
- AFFIRMATIVE ACTION/EEO
- ATHLETICS
- AUXILIARY SERVICES
- BUILDING, GROUNDS, FACILITIES SERVICES
- CLERICAL/OFFICE SUPPORT/RECORDS MANAGEMENT
- COMMUNICATION/MARKETING SERVICES
- COMMUNITY/SOCIAL HEALTH & SERVICES
- CREATIVE ARTS
- DATA ANALYSIS
- DEVELOPMENT SERVICES
- EDUCATION/INSTRUCTION SERVICES
- EXECUTIVE/PROFESSIONAL SERVICES
- FINANCIAL (BUSINESS) SERVICES
- FOOD SERVICES
- HEALTH & SAFETY REGULATIONS
- HUMAN RESOURCES
- IT/COMPUTER SUPPORT/PROGRAMMING
- LAW ENFORCEMENT/SECURITY/PUBLIC SAFETY
- LIBRARY SERVICES
- RESEARCH COMPLIANCE/FINANCIAL/SPONSORED SERVICES
- SPECIALIZED CATEGORY
- STUDENT AFFAIRS/STUDENT SUPPORT
- SUPPLY, PROPERTY & PROCUREMENT
ADMINISTRATIVE/MANAGEMENT

Plans, oversees and administers a variety of general business and/or management functions that contribute to the effective operations of the University. Levels are distinguished based on the complexity of the work, level of supervision received, degree of autonomy, budget complexity and authority, the impact of recommendations or decisions on the organizational unit's policies and programs, degree of sensitivity and scrutiny, and organizational structure.

AFFIRMATIVE ACTION/EEO

Enhances the University's commitment to Affirmative Action and Diversity and facilitate compliance with Equal Opportunity regulations. Involves developing, implementing, and/or administering the Campus diversity, equal employment opportunity and affirmative action efforts in order to comply with government legislation and management directives and support campus equity and inclusion programs.

ATHLETICS

Involves educating, coaching, training, developing and transforming a diverse group of student-athletes in alignment with the mission and vision of Georgia State Athletics and also, in compliance with NCAA Division I Athletics.

AUXILIARY SERVICES

Provides services to the Georgia State University community and constituents in the following operations: ATM Banking; Food Services; Graduation Regalia and Photography Services; PantherCard; Parking and Transportation Services; Rialto Center for the Arts; Safety and Risk Management; Travel Services; University Bookstore; Vending Services.

BUILDING, GROUNDS, FACILITIES SERVICES

Involves the management, long-range planning, organization, coordination, oversight and performance of multiple operational activities and services for one or more buildings, including space planning, general maintenance, tracking of repair services, development of procedures, policies and communications related to Building, Grounds, Facilities, and Maintenance Services.

SUPPLY, PROPERTY & PROCUREMENT

Assists departments and colleges in their efforts to acquire goods and services by utilizing a procurement system or program that is fair, equitable, prompt, quality oriented, cost efficient and most importantly, law abiding and ensures that all user agencies are in compliance with the Procurement Standards of Purchasing.

CLERICAL/OFFICE SUPPORT/RECORDS MANAGEMENT

Performs general administrative and office support activities for supervisors. Duties may include fielding telephone calls, greeting and directing visitors, word processing, filing, faxing, operating basic office equipment, or sorting/routing incoming materials. Also provides a variety of clerical and administrative support services for the University's administrative offices, academic departments, centers and laboratories that contribute to the effective operation of the University.
COMMUNICATION/MARKETING SERVICES
Serves as point of contact for the public and media for inquiries about the University. Generally responsible for directing press relations including activities such as preparing press conferences, news releases, annual reports, newsletters, informational and training videos and feature articles.

COMMUNITY/SOCIAL HEALTH & SERVICES
Responsible for providing health services and social programming to GSU students, faculty, staff, and community. Participates in research to increase understanding of the health and social needs of the GSU community.

CREATIVE ARTS
Supports creativity, teaching, performance, and scholarship among GSU students, faculty, staff and community. Enhances the lives of others through the performance of a wide variety of art, music, theatre, film and dance pieces.

DATA ANALYSIS
Responsible for performing analytical studies on a variety of policies, projects, programs, and issues in support of a function, program, and/or organizational unit, or in research of new or changing systems and programs.

DEVELOPMENT SERVICES
Involved in the solicitation, collection, and tracking of donations from a variety of sources, as well as the research and cultivation of potential donors. Positions in this family are responsible for performing fundraising services and maintaining relationships with donors and friends of the University.

EDUCATION/INSTRUCTION SERVICES
Offers a comprehensive suite of educational and instructional programs/services designed specifically to support the strategic plan, goals, and vision GSU. Promotes and supports the ongoing development and enhancement of teaching and training at GSU.

EXECUTIVE/PROFESSIONAL SERVICES
Involves providing administrative oversight for an executive, including the coordination of communications and pertinent data among a group of the executive’s subordinate management staff.
FINANCIAL (BUSINESS) SERVICES
Responsible for supporting and maintaining the financial infrastructure at Georgia State University. Titles within this family typically record, report, and safeguard the fiscal assets of the University. Provides professional level administrative and professional services in business services, accounting, finance, budget, and investment functions.

FOOD SERVICES
Involves all aspects of food service operations, including management, preparation, serving and presentation of food and beverages; dining and serving area set up; cleaning of the facilities, equipment and tableware; greeting customers, checking meal cards and executing transactions.

HEALTH & SAFETY REGULATIONS
Performs professional functions related to environmental, safety and personal health within the University.

HUMAN RESOURCES
Performs activities in support of the University’s staffing and talent needs, management of pay and benefits programs, administration of performance and career development programs, and overseeing employee relations.

IT/COMPUTER SUPPORT/PROGRAMMING
Involves providing a variety of IT services in a unit. Assignments may include applications programming development and maintenance, systems administration, desktop support, business systems analysis, web applications development and/or maintenance, or a combination of these and/or other IT functions.

LAW ENFORCEMENT/SECURITY/ PUBLIC SAFETY
Involves protecting life and property, maintaining security and order, and preserving the general welfare of the campus community. Engages in a variety of activities such as patrolling, investigation, law enforcement, crime prevention and detection.

LIBRARY SERVICES
Involves providing library public services and technical services such as reference, instruction, acquisitions, cataloging, circulation, and other library-related services.
Performs research activities, projects, and job duties in a variety of categories to help support the vision and mission of Georgia State University.

**Animal Research Services**
Involves conducting or assisting with veterinary and routine animal husbandry including daily monitoring, recordkeeping, feeding, watering, cleaning, and animal medical and health care activities.

**Laboratory Research Services**
Involves conducting or supporting laboratory research, which may include routine or non-routine laboratory operations, data interpretation, development and performance of technical protocols and procedures, design of experiments, literature studies, and preparation of scientific papers.

**Research Academic Compliance**
Ensures that all research at Georgia State University that involves human subjects is reviewed and approved in accordance with federal law and Georgia State policy.

**Research Environmental Compliance**
Involves developing, implementing, and monitoring campus environmental and safety programs and policies to ensure compliance with federal, state, and local environmental, health, and safety regulations, and ensure a safe workplace.

**Research Financial Services**
Involves the processing and servicing of a variety of operational, personnel, and financial transactions and services. Includes cashiering, payroll, accounts receivable, accounts payable, collections, data collection and data entry, analysis, review and control, customer servicing, and reporting.

**Research Integrity**
Promotes a culture of compliance, research integrity, and high quality research within the university community through consultation and educational programs for all researchers. Facilitates University research, teaching and public service programs by providing oversight and coordination of research compliance areas involving human subjects, animals, recombinant DNA, hazardous agents, radiation safety, environmental concerns, conflict of interest and research misconduct.

**Research Sponsored Services**
Provides support for faculty and staff in the pursuit of external funding while assuring compliance with applicable regulations. Sponsored Programs provides assistance in areas such as: identifying potential funding sources; developing proposal narratives and budgets; facilitating compliance with federal, state, sponsoring agency, and University regulations; completing electronic applications; and negotiating contracts and other award agreements.
SPECIALIZED CATEGORY

Job titles that are exclusive in responsibilities and perform duties specific to a certain project are considered specialized.

STUDENT AFFAIRS/STUDENT SUPPORT

Student Affairs
Involves counseling students on academic program policies and issues; Planning, developing, and implementing programs, processes, and activities for students in their non-academic life at the university; Oversees a wide range of student services duties and responsibilities for an academic department or organization.

Student Support/Customer Services
Performs a variety of services/activities related to supporting and enhancing the quality of student life at the University, including housing, social involvement, counseling, bookstore, etc. The "service" may take the form of direct interaction with students, coworkers, other university employees, other offices/departments, external customers, faculty or staff.

SUPPLY, PROPERTY & PROCUREMENT

Assists departments and colleges in their efforts to acquire goods and services by utilizing a procurement system or program that is fair, equitable, prompt, quality oriented, cost efficient and most importantly, law abiding and ensures that all user agencies are in compliance with the Procurement Standards of Purchasing.