

## **Job Title: Georgia Tech Procurement Assistance Center (GTPAC) Manager**

### **Job Purpose:**

Manage the Georgia Tech Procurement Assistance Center (GTPAC). GTPAC, a program within the Industry Services unit of the Enterprise Innovation Institute (EI<sup>2</sup>), helps Georgia businesses identify and compete for government contracts through providing teaching mentoring and coaching. Provide direction to the GTPAC staff of counselors through goal setting, assessment of performance, providing feedback and making pay recommendations.

### **Impact & Influence:**

This position will interact on a consistent basis with: personnel within Industry Services unit and others in EI<sup>2</sup>; business leaders and contracting officials in local, state and federal agencies. This position will typically advise and counsel: business owners and managers; government purchasing officials; GTPAC staff.

### **Key Responsibilities:**

Duties may include but are not limited to:

- Oversee the development and presenting of classes designed to educate clients on the government procurement process.
- Promote GTPAC services to potential clients.
- Direct provision of assistance to clients in bid preparation and proposal review.
- Provide ongoing support to client organizations in the procurement process.
- Remain current on government regulations and guidelines regarding the procurement process.
- Plan and supervise GTPAC staff activities.
- Perform other related duties as assigned.

### **Education, Specialized Knowledge, and Experience:**

**Degrees required for this job:** Bachelor's degree in public policy, management or related field or equivalent combination of education and experience

**Degrees preferred:** Master's Degree

**Years of experience required for this job:** Ten or more years job related experience

**Years preferred:**

**Certifications or licenses required for this job:**

**Certifications or licenses preferred:** Certification (Level III) from Association of Procurement Technical Assistance Centers or equivalent certification by the National Contract Management Association or the National Institute for Government Purchasing.

### **Specialized Skills:**

**Specialized skills required for this job:**

interpersonal including ability to interact with broad range of constituencies; people, organization and project management; interpreting and presenting research findings; public speaking, presentation and writing; problem solving and time management; government contract development and management; training, teaching and course development.

### **Specialized Skills Preferred:**

### **Other Variables:**