Clark Atlanta University  
Job Description

<table>
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<tr>
<th>Position Title:</th>
<th>Project Manager</th>
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<td>Employee:</td>
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<tr>
<td>Department:</td>
<td>The Center for Innovation &amp; Entrepreneurial Development/School of Business</td>
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<td>Reports To:</td>
<td>Director of The Center for Innovation &amp; Entrepreneurial Development</td>
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The following statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

General Function (Description):

Manages and coordinates the strategic and operational activities of the Entrepreneur and Innovation Center. Performs administrative work in planning, prioritizing and implementing projects and activities. Oversees and controls the integration of plans and resources involved in the development and implementation of the program/project. Responsible for developing and administering budgets and contracts associated with program/project.

This position is a 100% Title III federally funded position.

Examples of Duties and Responsibilities:

- Assist in the preparation of academic syllabii, preparation of course assignments and administration of class attendance rosters
- Liaise with School of Business and all other academic units with regard to courses
- Assist in preparation of CAU course proposal
- Liaise with Registrar’s Office and other administrative departments regarding scheduling of classes and academic issues
- Interact with faculty, staff, and students regarding innovation and entrepreneurial events, programs, seminars and other activities at the Center
- Make travel arrangements for Center Director, faculty, and students and coordinate travel for consultants, guests, lecturers, and other external visitors
- Prospect and develop strategies for student competition event identification and other meetings, symposia, conferences, events, and other activities that would benefit directly or indirectly the Center
- Prospect and develop strategies for students and professors on CAU campus to be engaged with the Center
- Develop and maintain an active directory of local, regional, national and global incubators, accelerators, makerspaces, entrepreneurial hubs, and other innovation labs
- Liaise with the Georgia Research Alliance, Atlanta Urban League, Goodwill, and other public/private entities and government agencies regarding Center activities
- Coordinates meetings with Morehouse, Spelman, Georgia Tech, Emory, University of Georgia, Georgia State University, and other HBCUs and PWIs to discuss best practices and collaborative opportunities.
- Assist in organizing and developing student activities such as: pitch competitions, hackathons, coding camps, 3D printing and other innovation opportunities and entrepreneurial activities
- Assist with graduate student tasks and accountability including: timesheets and payroll
- Organize and coordinate all workshops, seminars, team competitions, guest lectures and keynote speakers
Serve as primary contact for student, faculty and staff authorization to access or utilize the Innovation Lab
- Track and monitor usage of Innovation Lab
- Maintain an accurate inventory of all equipment, technology, furniture and other items assigned to the Innovation Lab
- Responsible for coordinating maintenance and repair of all Innovation Lab technology, equipment and furniture
- Liaise with Title III office and assist in preparation of all reports, requisitions and other documents as requested
- Assist in monitoring program/budget
- Maintain confidential files and databases
- Assist in developing manuals, programming, and training
- Assist with training students on electronic devices, i.e. IPads, Surface Pro Tablets
- Other duties as required

Knowledge, Skills and Abilities

Considerable knowledge of program development and implementation practices and procedures. Considerable knowledge of state and federal laws and regulations governing grant funds. Ability to work effectively under time sensitive deadlines
Ability to communicate effectively orally and in writing
Effective time management and organizational skills
Basic knowledge of bookkeeping and accounting
Excellent critical thinking skills
High-level of creativity and innovative thought
Must be entrepreneurial-thinking
Considerable experience in grant prospecting and knowledge of grant development and submission
High-level proficiency in Microsoft Office, Excel, Adobe Creative Suite and PowerPoint
Considerable knowledge and experience working with audio/visual technologies i.e. Smart Boards
Outstanding people skills

Minimum Hiring Standards

<table>
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<tr>
<th>Education</th>
<th>Bachelor’s degree in business, project management or related field; Master’s Degree in Business Administration or Project Management Preferred</th>
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<tr>
<td>Years of Experience Required</td>
<td>Minimum 5 years of experience in a senior level administrative support function preferably in a four-year university environment</td>
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Employee

Manager/Supervisor

Human Resources

Date

Date

Date