CLARK ATLANTA UNIVERSITY
Job Description

Position Title: Program Coordinator, Regional Hub, NSF INCLUDES Alliance: National Data Science Alliance

Department: Department of Mathematical Sciences

Reports To: NSDA Regional Hub 3 Director (Initially Eric A. Mintz, Ph.D.)

The following statements are intended to describe the general nature and level of work to be performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All duties listed are essential functions for the position. It is understood that other related duties may be assigned.

General Function (Description):

The program coordinator will provide support, planning, and coordinating the Regional Hub’s meetings and community building activities. The role provides expertise in team building, event planning, communication, and financial management, which are integral to the goal of this proposal. The role is responsible for supporting day-to-day activities including the support of communication of activities to HBCUs in the region (South Carolina, Alabama, Florida, Georgia, and Mississippi), travel arrangements, travel reimbursements, correspondence and will manage the expenditures from the subaward, keeping accurate details of spending. This role will also be instrumental in coordinating and supporting the management of expenditures for the sub-awardee. This role will also oversee timely payments and ensure smooth transactions with other external entities. This role will collaborate with the NDSA Project Manager.

Examples of Duties and Responsibilities:

- Support the vision and strategy of the NDSA and ensure that NDSA’s goals and milestones are effectively implemented and met.
- Establish a shared repository of data and reports.
- Collaborate with members and internal constituents to ensure appropriate support systems are in place to accomplish the project’s goals.
- Coordinate site visits, process transactions, and act as the primary liaison between the regional hub and collaborators, supporting reporting responsibilities.
- Support the development of reports and publications and dissemination of NDSA outcomes as needed.
- Participate in annual meetings and site visits.
- Respond to internal/external requests in a timely manner.
- Support implementation of NSDA, the Regional Hub, and their activities.
- Other duties as assigned.

Knowledge, Skills, and Abilities:

- Proficient in Microsoft Office (Word, Excel, PowerPoint, Teams, etc.).
- Microsoft Dynamics GP
- Familiar with Business/Grants component of Banner
- Ability to work independently and complete tasks in specified time frames.
- Good communication, organizational and interpersonal skills.
- Must be detailed and results oriented.

Minimum Hiring Standards:

Education: BA/BS in Business Bachelor’s or master’s degree in a field such as accounting, finance or business administration or a related field.
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<th><strong>Years of Experience:</strong></th>
<th>1+ years</th>
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<td><strong>Minimum of one (1) year experience in grants, accounting, or related areas.</strong></td>
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| **Years of Management/Supervisor Experience:** | N/A |

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