



CLARK ATLANTA UNIVERSITY

Job Description

Position Title:	Director, Dual Degree Engineering Program
Department:	Dual Degree Engineering
Reports To:	Coordinator Dual Degree Engineering

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 Director of the Dual Degree Engineering Program, reports to the DDEP Coordinator and is responsible for directing, management and administration of services provided by the program.

Duties and Responsibilities:

- Management of the DDEP staff; Provides leadership and vision for the work unit
- Sets goals for DDEP and organizes resources to achieve the goals to support the strategic direction of the university
- Research / actively seeks out new funding opportunities for the department
- Responsible for the implementing and maintaining area budget
- Responsible for providing strategic reports and recommendations to CAU administration on the activity in assigned areas
- Responsible for program development and evaluation
- Represents the program in university and community committees
- Leading high priority projects within the department
- Building and maintaining positive relations with administration, faculty, staff, and students
- Develop new programs initiatives or makes changes to existing programs; maintains standards for the program
- Establish and maintain effective productive working relationships with the entire University community, especially with offices or units with responsibilities that impact the solicitation, acceptance and administration of grants and contracts
- Contributes as a strategic member of administrative leadership team
- Preparation of proposal requests, letters of agreement, contracts, and other project related documents for the department
- Setting and reviewing objectives; coordinating activities across projects
- Responsible for carrying out special projects and other duties as assigned by the DDEP Coordinator / Dean of Arts & Sciences.
- Facilitate recruitment of students for the Programs within the department
- Develop University catalog Program descriptions

- Coordinate the academic advising of students of the Program.
- Perform special assignments as delegated by Department Coordinator / Chair, Dean, Vice President, Provost, or President of the University.

Knowledge, Skills and Abilities:

- Excellent management and leadership skills to manage and supervise professional level staff including team building, mentoring and coaching.
- Excellent supervisory, organizational, and training skills
- Experience managing a large complicated budget
- Skill in program development and execution
- Excellent verbal and written communication, presentation, analytical, collaboration, negotiation, and decision-making
- Documented success as an innovator and creative problem solver Experience in program/project management
- Problem-solving and analytical skills and ability to analyze issues and articulate appropriate solutions to management

Minimum Hiring Standards:

Education	Master's Degree in Engineering or Computer Science from an accredited college or university.
Years of Experience	5 years of management and administration or related experience.

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