

Clark Atlanta University Job Description

Position Title:	Associate Director
Employee:	
Department:	Educational Talent Search (Atlanta)
Reports To:	Director of TRiO Programs

General Function (Description):

The Associate Director provides day-to-day oversight and leadership of the Talent Search Atlanta Program and staff. The position is grant funded. The Associate Director manages a team of professionals and support staff working toward the achievement of mandatory program objectives. This is a 12-month position, and federally funded by the U.S. Department of Education. The current grant is funded through 2026, with continued funding possibilities. Legislation requires preference be given to qualified candidates with a background similar to that of our program participants.

Duties and Responsibilities:

- Oversees all Educational Talent Search operations in a three-county area, ensuring compliance with program objectives, regulations and participant eligibility requirements.
- Provides weekly contact with student caseload assignment of approximately 200 students for individual and monthly group counseling by providing personal and academic advising, study skills, personal counseling; tutoring; cultural and social activities; college visits; assistance with college entrance and financial aid applications and preparation for college entrance examinations etc. (participant number varies according to federal regulations)
- Develops recruitment plan and materials including marketing, screening and selection process, and time-line for delivery of services including summative and formative evaluations and a follow-up plan to track the status of program graduates for six years beyond high school.
- Plans and implements co-curricular activities such as the mentoring program.
- Empowers professional, support, and student staff to accept leadership opportunities and to make scholarly contributions to the profession.
- Fosters positive interactions with staff, faculty, administrators, students, parents, and the general public in the execution of daily activities.
- Manages financial resources, including planning, allocation, monitoring, and analysis of an annual budget in excess of \$400,000.
- Serves as liaison between the community, target schools, Boards of Education, Clark Atlanta University, and partnering agencies to assist Educational Talent Search in achieving its goals.
- Supervises trains and evaluates Talent Search staff.
- Prepares data and narrative for the U.S. Department of Education annual performance report, in progress and prior experience reports, and any other related reports.
- Compiles a monthly evaluation of the high school component and activities in assigned schools.

- Plans a calendar of events including field trips, cultural events, and a comprehensive parent program, all within the constraints of the budget.
- Develops a communications network including newsletters, web page information and social media to inform participants, parents, school personnel and partners of ETS events, resource information, and important dates.
- Develops programming for all students, to include Hispanics and other groups with limited English proficiency.
- Provides expert information to students, parents, school administrators, counselors, and faculty on college admission processes, as well as qualifications and benefits of participation in federally funded TRiO Program.
- Expands program parameters to students who are trying to re-enter high school or college.
- Assists seniors and parents with financial aid and admissions applications and educates all participants regarding the availability of financial aid, the types of financial aid, the process of getting financial aid and other financial literacy information.
- Work in collaboration with the TRIO leadership team to increase overall program effectiveness and maximize resources.
- Handles all administrative duties in the absence of the director; Other duties as assigned/directed

Knowledge, Skills and Abilities

Candidates must also possess excellent oral and written communication skills, as well as efficient organizational and time management skills. Candidates must possess discretion, sound judgment, and solid decision-making skills. Must be informed about and able to integrate appropriate technologies into the program and services as well as be knowledgeable about University policies and procedures.

Candidate must be computer literate including Microsoft office and database management. (Blumen and Banner). The Associate Director must have knowledge of current academic and counseling strategies to facilitate achievement.

The candidate must be familiar with Georgia high school curriculum requirements, the Georgia University System post secondary admissions and financial aid processes, demonstrate leadership ability and administrative skills. Candidates must also be sensitive to the needs of a diverse population, able to speak in front of groups, know the fundamental of counseling and preparing presentations. Grant writing experience is desirable.

The candidate must be able to drive to target schools daily. The target area includes Coweta County, Cobb County and Atlanta GA.

Minimum Hiring Standards

Education	The individual must possess a Masters' Degree, preferably in counseling, education or related field.
Experience Required	Prior TRIO program experience required. Minimum three years of experience above entry level working with disadvantaged youth in an academic setting.
Years of Management/Supervisor Experience	Minimum one-year supervisory experience required.