Clark Atlanta University
Job Description

Position Title: Project Director – Student Success
Employee: Full-Time
Department: Academic Affairs
Reports To: Associate Provost and Chief of Staff for Academic Affairs

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):

The Project Director reports directly to the Associate Provost and Chief of Staff for Academic Affairs. This position is responsible for the implementation, administration, ongoing assessment, and will provide management and oversight for the Student Success Project. The Project Director will establish and maintain good working relationships with all stakeholders (internal/external) of the Student Success Project. The Project Director will generate reports, collect and analyze data, and ensure key performance indicators are met or exceeded. This is a Title III funded position.

Examples of Duties and Responsibilities:

- Provide management and oversight of the Student Success Project. Direct the project plan and project activities to include milestones, cost and key deliverables.
- Serve as a liaison with activity owners to ensure that project goals are achieved.
- Coordinate the efforts of multiple stakeholders in order to ensure that required tasks can be accomplished.
- Monitor project progress, collect and analyze data and generate quarterly/annual reports.
- Conduct monthly meetings with activity owners.
- Performs other related duties as assigned.
- Obtain and review relevant data related to students’ academic standing, persistence, and enrollment trends and implement strategies to support students’ academic progress.
- Create and implement a monitoring and tracking mechanism for students at the start of each term.
- Provide oversight of professional tutors, and adjunct advisors to ensure timely completion of degree program requirements and provide students with the support and resources necessary to be academically successful.
- Participates in recommending, developing and monitoring systems to provide and track support services to new and continuing students.

Knowledge, Skills and Abilities

- Excellent project management skills.
- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to details.
- Excellent time management skills with a proven ability to meet deadlines.
- Proficient with Microsoft Office Suite or related software.
- Strong supervisory and leadership skills.
- Strong analytical and problem-solving skills.
- Ability to foster a sense of team spirit within different departments/units/schools.
- Possess good budgeting skills.
Minimum Hiring Standards:

<table>
<thead>
<tr>
<th>Education</th>
<th>Bachelor’s degree in Business, Project Management, or any related field of study. Master’s Degree Preferred</th>
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<tbody>
<tr>
<td>Years of Experience Required</td>
<td>3-5 Years of experience working in Student Success</td>
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<tr>
<td>Years of Management/Supervisor Experience</td>
<td>3-5 Years, Preferred</td>
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