



CLARK ATLANTA UNIVERSITY

Job Description

Position Title:	Program Manager, Quality Enhancement Plan (QEP); Assistant Director, Center for Undergraduate Research and Creativity (CURC)
Department:	Academic Affairs
Reports To:	Director, Quality Enhancement Plan (QEP); Director, Center for Undergraduate Research and Creativity (CURC)

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 Assistant Director of The Center for Undergraduate Research and Creativity (CURC) and QEP program manager works with the Director of CURC to support Clark Atlanta University students as they pursue objectives in scholarly and creative activities both in and beyond the classroom setting, increasing their exposure to and understanding of practices particular to their academic disciplines. Services include training and mentoring students in preparation for academic conference presentations, providing assistance with placement in research-focused internships, travel, and distribution of grant funds for approved research projects. The Assistant Director will also meet regularly with the university's Quality Enhancement committee to discuss, develop and implement policies and protocols that will maximize the CURC's ability to foster and support undergraduate research on and off campus. The Assistant Director consults with offices and committees across campus whose objectives intersect with CURC, e.g. Office of Research and Sponsored Programs, The Isabella T. Jenkins Honors Program, LSAMP, RISE, and CASS. The Assistant Director will also be responsible for the annual Research Symposium.

Examples of Duties and Responsibilities:

- Consult with the Director to develop protocols for crafting and evaluating proposals for student research projects
- Promote research conferences calls for abstracts; assist students with guidance for preparing abstracts, finding mentors and presenting papers, posters and performances at the conference.
- Organize, plan and execute the Annual Research Symposium (workshops, logistics and advertising)
- Broaden awareness of undergraduate research and undergraduate research-related skills across CAU campus community through first year seminar, CAU Experience and other planned campus events.
- Host training seminars and workshops on topics that include abstract writing, research strategies or poster presentations.
- Regularly update executive administration about needs and successes of undergraduate research activities and participants on campus.
- Track and manage departmental and grant budgets.
- Promote the CURC through print and digital media; maintain robust web presence using webpages, social media, electronic media boards, etc.
- Collaborate with the Director on grants and other fundraising initiatives, seek insights regarding databases and literature resources that assist with creation of undergraduate research programs.
- Coordinate student and faculty travel to research conferences and related events.
- Mentor and lead CURC student research ambassadors.
- Other duties as requested by the Director or the Associate Provost for Academic Affairs.

Knowledge, Skills and Abilities:

This position requires a commitment to the mission and goals of the CAU. Knowledge and understanding of importance of undergraduate research as well as the experience and skills necessary to accomplish these goals (excel, power point, poster design, and other digital skills.) Must be a self-starter with excellent communication skills and enthusiastic attitude.

Minimum Hiring Standards:

Education	Bachelor's Degree
Years of Experience	2-4 years in an Educational environment preferred.

Years of Management/Supervisor Experience	1-2 years preferred
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