

Clark Atlanta University

Job Description

Position Title:	Communications/Project Specialist I
Department:	Title III Program Administration
Reports To:	Executive Director of Title III Program
Time and Effort:	100%

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):

This is work assisting with the coordination of program monitoring and evaluation of Title III Programs. This position provides assistance to both potential and current Title III activities to ensure accountability to University and Federal regulations. Performs a variety of specialized duties; Responsible for publishing, editing and distributing the Program Newsletter, Developing Impact Videos, Maintaining the Department's Website on the University's platform. Researching and Writing the Impact Report, Reviewing Semi-Annual Project Reports, Reviewing Final Project Reports, Collecting data for the APR and IPR, Inputting into the APR and IPR System.

This position works with external and internal evaluators, writes reports, directs audio and visual presentations, and publishes articles for distribution regarding the impact of Title III funds on behalf of the Clark Atlanta University Title III Program Administration.

Examples of Duties and Responsibilities:

- Responsible for publishing, editing and distributing the Program Newsletter
- Responsible for writing articles for inclusion in Campus, Local and National publications
- Developing Impact Videos
- Maintaining the Department's Website on the University's platform
- Researching and Writing the Impact Report
- Reviewing Semi-Annual Project Reports
- Reviewing Final Project Reports
- Collecting data for the APR and IPR
- Inputting into the APR and IPR System
- Reviewing Semi-Annual Project Reports
- Reviewing Final Project Reports
- Monitoring and Developing Summary of Report Submissions
- Prepares a variety of materials including correspondence, reports, and manuscripts, some of which may be confidential.
- Monitors federal and institutional compliance with regulations and policies
- Provides monitoring and evaluation services of assigned Title III activities.
- Ensures that all monthly employee time and efforts are submitted in a timely manner.
- Responsible for providing technical assistance for assigned Title III activities.

- Coordinates the dissemination of program information to assigned activities, partners and general campus community.
- Prepares monthly and annual reports for the Director's review on the performance and financial status of all Title III activities.
- Formulates and implements internal operating procedures, including resolving office operation needs.
- Liaison between Activity Director's and Title III Director.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Excellent written and verbal communication skills.
- Prior Publishing Experience
- Knowledge and experience of Grant Administration (Federal and State)
- Ability to interface with a variety of internal and external stakeholders, including senior administrators and staff, faculty, students and funding agency program officers
- Knowledge and experience with using integrated software (preferably BANNER) is a plus and will be given priority.
- Knowledge and experience with Microsoft Office (Word, Excel, Access, Outlook)
- Knowledge and experience with contemporary publishing software
- Experience in conducting training workshops on project and program management.
- Preparation of monitoring reports with respect to meeting the Department of Education's (DOE) guidelines.
- Ability to trend reports and provide process improvement.
- Working knowledge of Federal program regulations, policies and policies.
- Trend analysis, and other analysis as needed.
- Interview methodology and techniques.
- Project management experience.

Minimum Hiring Standards

Education	Undergraduate Bachelor's degree in Business Administration or an appropriate area of specialization; Master's degree preferred
Years of Experience Required	Two – Three years' experience in organizational administration; preferably a working knowledge of Grant Administration.
Years of Management/Supervisor Experience	

Employee

Date

Manager/Supervisor

Date

Human Resources

Date

