



CLARK ATLANTA UNIVERSITY

Job Description

Position Title:	Project Coordinator – CAU AI Literacy Learning Framework (Title III Funded Project)
Department:	Office of Online Learning and Continuing Education
Reports To:	Associate Provost for Online Learning and Continuing Education

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 Project Coordinator provides administrative and operational support for the implementation of the CAU AI Literacy Learning Framework project. Working closely with the Project Director, the Coordinator supports the development and execution of a Learning Framework and Competency Model; coordinates efforts of external consultants engaged in the design, pilot implementation, and assessment of AI literacy training programs for faculty and staff; and facilitates outreach partnerships with K–12 school districts to expand AI literacy opportunities for secondary students.

Working closely with the Project Director, the Project Coordinator manages day-to-day project operations including scheduling, communications, participant recruitment, data tracking, reporting support, procurement coordination, consultant engagement processes, and event logistics. The position also serves as a liaison among institutional stakeholders, consultants, faculty participants, school district partners, and students to ensure successful implementation of project goals, compliance with grant objectives, and achievement of measurable outcomes. **This position is funded by Title III, a federal grant from the U.S. Department of Education. Continued employment is contingent upon the availability of grant funding. The selected candidate must allocate 100% of their time and effort to work that directly supports Title III program objectives.**

Examples of Duties and Responsibilities:

The Project Coordinator will perform duties as assigned in support of project goals such as those listed below.

- Coordinate day-to-day administrative operations of the Title III AI Literacy project.
- Support the Project Director in implementing all grant objectives, timelines, deliverables, and reporting requirements.
- Assist in developing scopes of work and coordinating procurement processes for consultants, subject matter experts (SMEs), and external partners.
- Coordinate communications and scheduling between SMEs, institutional stakeholders, faculty and staff participants, and school district partners.
- Coordinate logistics associated with the development and pilot delivery of foundational AI literacy courses for faculty and staff.
- Recruit and onboard faculty and staff participants for pilot training programs and credentialing initiatives.

- Monitor participant engagement, course enrollment, completion rates, and credential attainment metrics.
- Maintain accurate project documentation, records, databases, and assessment data related to grant activities.
- Prepare drafts of project updates, reports, meeting agendas, presentations, and supporting documentation.
- Coordinate meetings, workshops, training sessions, outreach events, and stakeholder engagement activities.
- Facilitate communication and partnership development with local school districts, secondary educators, and community stakeholders.
- Track project expenditures and assist with budget monitoring in coordination with Title III and OLCE Director of Grants, Budgets, and Operations.
- Ensure project activities comply with institutional policies and federal Title III grant requirements.
- Collect, organize, and summarize evaluation and assessment data to support continuous improvement and grant reporting.
- Support digital presence of the project through various social media accounts and other promotional materials.

Knowledge, Skills and Abilities:

Knowledge

- Knowledge of project coordination and administrative support functions.
- Familiarity with higher education environments, professional development initiatives, and/or grant-funded programs.
- Basic understanding of emerging technologies, AI literacy concepts, and digital learning environments.
- Knowledge of training coordination, event planning, and stakeholder engagement practices.
- Familiarity with data collection, reporting, and assessment processes.

Skills

- Exceptional organizational, interpersonal, verbal, and written communication skills
- Strong organizational and project management skills.
- Ability to coordinate multiple tasks, timelines, and stakeholder groups simultaneously.
- Strong attention to detail and ability to maintain accurate records and documentation.
- Proficiency with Microsoft Office Suite and virtual meeting platforms.
- Data collection, management and analysis for reporting and program improvement purposes.
- Strong customer service and relationship-building skills.

Abilities

- Ability to work collaboratively with faculty, administrators, consultants, school district leaders, and community partners with a wide range of educational backgrounds.
- Ability to exercise initiative, sound judgment, and problem-solving in a dynamic project environment.
- Ability to maintain confidentiality and professionalism.
- Ability to manage competing priorities and meet deadlines with minimal supervision.
- Ability to adapt to evolving technologies and project needs.

- Ability to support high-performance learning environments with various levels of participants.
- Ability to project a professional image and meet high customer service standards.

Minimum Hiring Standards:

Education	Bachelor's degree required with some post-Baccalaureate credits preferred
Years of Experience	• Two (2) to four (4) years of professional experience in project coordination, project management, higher education administration, workforce development, or grant-supported initiatives. • Experience coordinating training programs, educational outreach, or community partnerships preferred. • Experience working with federally funded grants or Title III initiatives preferred.
Years of Management/Supervisor Experience	N/A

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