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Clark Atlanta University
Job Description

Position Title:	**Executive Administrative Assistant**
Department:	**Title III Program Administration**
Reports To:	**Executive Director for Title III Programs**
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):

The Executive Administrative Assistant provides comprehensive administrative, operational, and programmatic support to the Executive Director of Title III and the Title III Office. This position plays a critical role in ensuring the efficient daily operation of the office by coordinating administrative activities, managing communications, maintaining program documentation, and supporting grant administration and compliance efforts. The incumbent serves as a liaison between the Title III Office and internal and external stakeholders, assisting with project coordination, meeting and event logistics, reporting activities, budget-related processes, and office operations. The position requires a high level of professionalism, discretion, organization, and adaptability, as well as the ability to work effectively in a fast-paced, dynamic, and often challenging environment while managing multiple competing priorities and deadlines. The successful incumbent must exercise sound judgment, demonstrate strong problem-solving skills, and maintain accuracy and responsiveness under pressure in support of the University's Title III strategic initiatives and federally funded programs.

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:

Executive Administration and Office Coordination

- Provide executive-level administrative support to the Executive Director for Title III Programs.
- Manage calendars and coordinate meetings, conferences, workshops, and special events.
- Process purchase requisitions, travel requests, invoices, budget modifications, and other administrative transactions in compliance with institutional policies and federal guidelines.
- Coordinate logistics for meetings and events, including scheduling, preparation of materials, room arrangements, distribution of meeting agendas, and recording meeting minutes.
- Coordinate travel arrangements, professional development activities, and related administrative requests for Title III Office staff in accordance with office procedures and university guidelines.
- Serve as the primary point of contact for the Title III Program Administration Office, responding to inquiries and directing communications appropriately.
- Monitor office operations, administrative workflows, and business processes to promote efficiency, accuracy, and timely completion of assignments.
- Ensure adherence to established office policies, procedures, and administrative processes.

Communication and Document Management

- Prepare, edit, proofread, and distribute professional correspondence, reports, presentations, forms, meeting materials, and other official documents.
- Maintain confidential records and sensitive information while ensuring compliance with university policies, grant requirements, and applicable regulations.

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- Maintain organized electronic and physical filing systems in accordance with records management and retention requirements.
- Assist with the review, maintenance, and enhancement of operational procedures and process documentation to support consistency, compliance, and continuous improvement.

Grant Administration and Project Support

- Assist with budget tracking and maintain financial records for Title III office and funded projects.
- Prepare routine reports, spreadsheets, databases, and supporting documentation to facilitate program management, monitoring, and decision-making.
- Assist with the collection, organization, and maintenance of records, data, and supporting documentation required for grant administration, monitoring, audits, and reporting.
- Support project tracking activities and assist in monitoring deadlines, deliverables, and reporting schedules.
- Monitor assigned deadlines and follow up on action items to support timely completion of program activities and administrative requirements.
- Support the preparation and submission of annual performance reports and other federally required documentation.
- Collaborate with university departments and external partners to facilitate program operations and project implementation.
- Perform other duties as assigned in support of the goals, objectives, and operational needs of the Title III Program Administration Office.

Knowledge, Skills and Abilities

- Knowledge of administrative operations, records management, and federal grant administration.
- Strong organizational, analytical, problem-solving, and customer service skills.
- Excellent written, verbal, and interpersonal communication skills.
- Advanced proficiency in Microsoft Office Suite, including Word, Excel, Outlook, and Teams.
- Ability to prepare professional documents, manage multiple priorities, and meet deadlines.
- Ability to maintain confidentiality, exercise sound judgment, and work independently.
- Ability to maintain effective working relationships and apply university policies, procedures, and regulations.

Minimum Hiring Standards:

Education	Bachelor's degree preferred, or an equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities. Relevant college coursework supplemented by business administration, office management, administrative support, or related disciplines may be considered.
Years of Experience Required	Five (5) to ten (10) years of progressively responsible administrative support experience, preferably supporting executives, senior administrators, or federally funded programs within higher education, government, nonprofit, or private sector organizations.
Other Skills	• Experience supporting Title III, Title V, TRIO, NSF, or other federally sponsored grant programs. • Experience working in a college or university setting. • Experience preparing reports and maintaining documentation for federal grants and compliance activities. • Demonstrated ability to manage complex administrative functions with a high degree of professionalism and discretion.