



CLARK ATLANTA UNIVERSITY

Job Description

Position Title:	Grad P.R.O.G.R.E.S.S. (Promoting Resources and Opportunities for Graduates Realizing Educational Success Stories) Project Manager (Title III)
Department:	Graduate Education
Reports To:	Assistant/Dean of Graduate 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 primary function of this role is to support and ensure the effective implementation of Graduate Education's Title III Project and initiatives that contribute to the overall success of the broader graduate student community. This position coordinates programmatic, administrative, and technological resources; collaborates with university stakeholders to maintain compliance with institutional and federal regulations; and manages Project-related expenditures. Responsibilities include applying best practices in the administration of graduate student support services, including Title III-funded financial support, onboarding, mentoring, advising, and professional development initiatives.

The role also involves assessing program needs; collecting, tracking, analyzing, and reporting data; coordinating graduate student support services; conducting ongoing outreach; and preparing required reports. Additionally, the position supports student persistence and degree completion, including assistance with thesis and dissertation review processes, and performs other duties as assigned.

The successful candidate will be highly organized, self-motivated, and experienced in program coordination, data management and analysis, report writing, student support services, and graduate-level scholarship. This individual must be able to work both independently and collaboratively while managing multiple priorities in a fast-paced environment. The ideal candidate is detail-oriented, innovative, reliable, adaptable, and committed to providing excellent service.

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:

Specific responsibilities include but are not limited to the following:

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- Maintain up-to-date knowledge of responsibilities and requirements related to Title III objectives.
- Implement and manage program initiatives in alignment with Title III goals.
- Track and monitor the persistence and progress of Title III-funded graduate students.
- Prepare and submit timely, well-written reports (weekly, monthly, quarterly, and annual) including Title III Time and Effort Reports.
- Develop and maintain databases; generate data and analyses to support program assessment and decision-making.
- Coordinate and manage applications, student agreements, and funding requirements for Title III-supported STEM Ph.D. students.
- Process and track expenditures, including tuition and travel, ensuring timely reconciliation and compliance.
- Lead onboarding processes and support overall program coordination and implementation.
- Assist in implementing advising and mentoring initiatives.
- Collaborate with faculty to address students' academic, professional, and technology-related needs.
- Conduct ongoing outreach to students receiving Title III support.
- Identify and recommend resources to support program goals and student success.

- Support the coordination and delivery of graduate student services, including tutoring, seminars, and workshops (in-person and online).
- Monitor and report on budget Project and expenditures.
- Collaborate with the Assistant Dean and Graduate Education staff on program initiatives.
- Coordinate student participation in professional conferences, including registration and completion of travel expense documentation.
- Manage communications and outreach, including website updates, newsletters, and campus engagement.
- Collect, monitor, and interpret program data to inform continuous improvement.
- Manage intake and organization of electronic and physical documents and records.
- Monitor and respond to Graduate Education email accounts and social media platforms.
- Track key student outcomes, including persistence, time-to-degree, and career placement.
- Engage with alumni, professionals, and university stakeholders to support program goals.
- Oversee inventory, space utilization, and related operational needs.
- Collaborate with supervisors, colleagues, and campus partners to achieve project objectives.
- Assist with review and processing of theses and dissertations according to the University standards and guidelines.
- Perform other duties and responsibilities as assigned.

Knowledge, Skills and Abilities:

- Knowledge of university policies and procedures, including Title III regulations and compliance requirements.
- Strong organizational, analytical, critical thinking, and problem-solving skills, with the ability to manage multiple priorities.
- Proficiency in Microsoft Office Suite, particularly Excel, as well as data collection and reporting tools.
- Strong technology skills, including experience with web-based platforms and online program delivery.
- Excellent written, verbal, and interpersonal communication skills.
- High attention to detail and ability to follow established processes and procedures.
- Working knowledge of Banner, Canvas, and other integrated university systems.
- Demonstrated ability to collaborate effectively with diverse stakeholders.

Minimum Hiring Standards:

Education	Master's degree preferred.
Years of Experience	Three (3) years or more of experience in higher education or project management with knowledge of computer technologies, databases, instructional technologies, and program management.
Years of Management/Supervisor Experience	Three (3) years or more.

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