

Clark Atlanta University Job Description

Position Title:	Program Coordinator (Arts & Fashion)
Employee:	
Department:	Art & Fashion
Reports To:	Dean/Associate Dean School of Arts & Sciences

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 position will play a valuable role in collaborating with the Communications and Arts departments to leverage internship and professional opportunities for academic programs. The position will work closely with department chairs and faculty to support the training and development of student scholars while fostering opportunities for success in a global workforce. 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 Program Coordinator will oversee and support Title III grant activities for the Art and Fashion programs by coordinating student and faculty engagement in professional development, industry certifications, research, internships, and experiential learning opportunities. The coordinator will develop industry partnerships, organize program events and activities, track project outcomes, maintain grant compliance, and assist with reporting and assessment to ensure successful achievement of project goals and improved student success and workforce readiness.

Knowledge, Skills and Abilities

Demonstrated knowledge of higher education, workforce development, and creative industries; skills in program coordination, partnership development, and communication; and the ability to support faculty and students in accessing professional development, industry certifications, research opportunities, internships, and career pathways.

Minimum Hiring Standards:

Education	Bachelor's degree in art, fashion, design, education, business administration, or a closely related field required; master's degree preferred.
Years of Experience Required	3-5 years in workforce development, higher education, or project management.
Years of Management/Supervisor Experience	N/A