Clark Atlanta University
Job Description

Position Title:	Project Coordinator (Part-Time)
Employee:	Part-Time Staff
Department:	Student Success & Innovation
Reports To:	Associate Provost for Student Success & Innovation

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 Supplemental Instruction (SI) Project Coordinator is responsible for the planning, implementation, and assessment of the SI program designed to support student success in high-risk courses, including College Composition II and College Algebra for Business and Economics. The Coordinator provides leadership and oversight for SI Leaders, ensures alignment with institutional student success initiatives, and manages data collection and reporting for Title III compliance. This position plays a critical role in enhancing academic support services, reducing DFW rates, and improving student retention and persistence. 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:

- Recruit, hire, train, and supervise Supplemental Instruction (SI) Leaders.
- Coordinate SI session schedules in collaboration with faculty and academic departments.
- Ensure SI Leaders attend assigned courses and facilitate consistent, high-quality sessions.
- Develop and implement training and professional development for SI Leaders.
- Monitor student participation, attendance, and engagement in SI sessions.
- Utilize institutional systems (e.g., Navigate360, Argos, Banner) to track student outcomes and program effectiveness.
- Collaborate with faculty teaching targeted courses to align SI sessions with course objectives.
- Integrate SI programming with early alert systems, advising, and student support services.
- Maintain accurate records and prepare reports for Title III grant compliance and institutional assessment.
- Conduct program evaluations, including data analysis and student feedback.
- Lead regular meetings with SI Leaders to provide coaching, feedback, and support.
- Assist in outreach efforts to promote SI participation among students.
- Ensure program adherence to best practices established by the Supplemental Instruction model.

Knowledge, Skills and Abilities

- Knowledge of student success strategies and academic support models (e.g., Supplemental Instruction, tutoring, peer-led learning)
- Strong leadership, supervision, and team development skills
- Ability to analyze and interpret student success data
- Effective communication and collaboration skills with faculty, staff, and students
- Strong organizational and project management abilities
- Experience with student success technologies (e.g., EAB Navigate360, Banner, Argos) preferred
- Ability to manage multiple priorities and meet reporting deadlines

• Commitment to equity, student engagement, and inclusive excellence.

Minimum Hiring Standards:

Education	Master's degree in Higher Education, Education, Student Affairs, or a related field.
Years of Experience Required	Minimum of **2–3 years of experience** in academic support services, student success programs, tutoring, or related areas.
Years of Management/Supervisor Experience	At least **1 year of supervisory or leadership experience preferred.**