



## CLARK ATLANTA UNIVERSITY

### Job Description

<b>Position Title:</b>	Program Manager, PNC Regional Center
<b>Department:</b>	School of Business
<b>Reports To:</b>	Regional Center Director @ Clark Atlanta University

*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):***

Clark Atlanta University (CAU) has entered a strategic partnership with the PNC Foundation to positively impact the diversity of entrepreneurship through enhancing education, research, advocacy, and service opportunities. The activities of this center will focus on building impactful, creative, and innovative solutions to ensure that the entrepreneurs more accurately reflect our changing demographics across the nation. The programs developed under the direction of the School of Business will be rooted in the experiential education model, which aligns with CAU's workforce development. We recognize that traditional classroom instruction is critically important to the learning process; however, meaningful infusion of technical experiences and exposure to experts and practitioners will enhance the preparation of constituents of the Center. Clark Atlanta University along with Howard University and PNC National Center for Entrepreneurship will leverage CAU's powerful history as we create thought leadership learning that prepares entrepreneurs of the future.

Clark Atlanta University is looking for a Program Manager to assist the Regional Director in his/her efforts to serve as the visionary leader of the South Region of Howard and PNC National Center for Entrepreneurship. This position will be based at Clark Atlanta University. This individual will report to the Regional Director and to the PI (Dean of the Business School) and is a full-time, salaried position eligible for full benefits only under the duration of the Grant.

The successful candidate will work to lead and build programs that will bring industry and academe together to prepare students across HBCUs in the South Region of the national partnership to meet the critical needs. This candidate will support the Director in all aspects of managing the strategic operations of the center; such as: organizing partnerships, managing relationships, recruiting potential donors, tracking data, and continuing CAU's unwavering quest to balance the scales for the disenfranchised, and promote an America that is devoid of inequalities.

#### ***Examples of Duties and Responsibilities:***

The Program Manager will be a University leader who will continue to drive institution-wide culture of innovation and best practices. This leader will foster a vibrant work environment to manage a newly created program that focuses on entrepreneurial development.

#### **Principal Accountabilities**

- An innovative, forward-thinking and future-leading thought partner to assist the leader in the next chapter of the Center's creation.
- Day to day program management of the operations, activities and events
- Facilitating the implementation of the Board of Advisors that will assist in translating into actionable center programming
- Assist in co-planning, hosting and leading events
- Preparing curricula and presentation materials for events
- Under the leadership of the Regional Director, assist in utilizing the CRM system to optimize collaboration efforts with clients.
- Manage metrics and reporting for each program element and measure and report progress on a regular basis
- Maintain a commitment to solving complex issues around inequities related to race, color, social, economic, and political circumstances and become a driver of change.

- Work closely with the various academic departments, Office of Career and Professional Development, and the entire University community to help create a cohort criterion, for participating students, for advanced training and instruction.
- Assist in creating sustainable programming, along with an evolving group of advisors, to employ industry practices for innovative out-of-classroom activities.
- Assist in planning events, workshop, career placement conferences to ensure student recruitment and engagement.
- Perform specialized administrative and academic functions, including research and analyses, program coordination and monitoring, data collection, counseling, surveys, reports and recommends program changes.
- Assist in tracking goals and objectives specified for the program are accomplished in accordance with priorities, time and funding limitations, or other specifications.
- Develop and facilitate workshops, meetings, or conferences with high impact on program and/or participants.
- Coordinate logistics, scheduling and participant communications.
- Perform other related duties as assigned.

***Knowledge, Skills and Abilities:***

To perform the job successfully, this candidate must be able to function at a high level and perform each duty independently and accurately. The duties listed are a representation of the various types of work that may be performed and is not meant to be an exhaustive list.

- Relevant, leadership experience in a complex, dynamic environment. Experience with academic institutions preferred.
- Ability to influence, motivate and elevate others to do more than they knew possible.
- Ability to deliver exceptional customer service by exceeding expectations of clients, stakeholders and colleagues with every encounter
- Ability to present, facilitate and lead small and large groups with varying levels of expertise
- Skilled in planning work, ability to analyze, retain knowledge, show initiative and be resourceful in finding information pertaining to the job.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective and harmonious work relations with faculty, staff, students and sponsors.
- Ability to multi-task efficiently.

***Minimum Hiring Standards:***

<b>Education</b>	Bachelor's degree from appropriately accredited institution(s) or equivalent combination of training and experience
<b>Years of Experience</b>	5 years of documented professional experience directly related to the duties and responsibilities specified.
<b>Years of Management/Supervisor Experience</b>	

*Clark Atlanta University is an Equal Opportunity/Affirmative Action Employer*