



## CLARK ATLANTA UNIVERSITY Job Description

<b>Position Title:</b>	<b>Program Manager</b>
<b>Department:</b>	<b>School of Education: Executive Leadership Institute (ELI) at CAU</b>
<b>Reports To:</b>	<b>Executive Director of ELI</b>

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*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 Program Manager works directly with the Executive Director of the Executive Leadership Institute at CAU to provide a variety of advanced level administrative and managerial support for all components of the program. As the administrative point of contact between the Executive Director and all internal/external clients and the Dean of the SoE, the Program Manager will perform clerical and front office duties such as greeting visitors, coordinating activities for HBCU ELI events/programs, managing budgets, arranging travel, maintaining informational databases, interfacing with internal and external clients and vendors. Assist with creating a professional office demeanor with effective, courteous, and efficient service.

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

The Program Manager performs the following duties:

- Provides administrative and front office support for the Executive Leadership Institute program,
- Manages calendars for the Executive Director as well as for all program components
- Provide logistic support for all meetings and training workshops to include registration, room reservations, notifications, agenda and attendance preparation, minutes' development, catering arrangements, and technical assistance in collaboration with the The PLACE at CAU/Office of Continuing Education
- Coordinates travel arrangements for Executive Director and assists with registration and travel arrangements for faculty, staff, fellows, and associated others attending conferences supported by ELI;
- Supports digital presence of the office through various social media accounts, direct mailings, and other promotional materials;
- Assists with development and production of workshop training materials and manuals;
- Manages budget expenditures and generates timely, accurate reports;
- Organizes and maintains filing system for ELI program records;
- Maintains department office supplies and arranges for facility and equipment maintenance;
- Provides support to the ELI Advisory Board, Council of Past Presidents, Fellows, and other constituents of the Institute/program
- Assists in the development of budget reports, travel requisitions, and department correspondence by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting requested data, graphics and university-required documents.
- Recommend policies and procedures related to assigned operations; make recommendations for increased savings and cost reduction;
- Assist Director in the preparation of budgetary recommendations and budget revisions as needed;

- Coordinate, in collaboration with the Dean & Executive Director, graduate assistant specified ELI operations
  - Works with the Print Shop, Bookstore, and other auxiliary areas to complete assignments;
  - Monitor and maintain office supplies, computer equipment and copier;
  - Provides technical support to staff and constituents
- Performs other duties as assigned by the Executive Director of the HBCU ELI.

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

Bachelor’s degree; three or more years of successful administrative assistant experience at a college, university, or similar setting; proficiency in using Microsoft Office Suite and graphics software; and strong attention to detail required. Experience with development of promotional materials and event planning preferred.

The ideal candidate will possess the above-mentioned knowledge, skills, and the ability to:

- Demonstrate a high level of professionalism in working with faculty, staff, students, fellows;
- Maintain a high standard of customer service when interacting with constituents.
- Work independently as well as with a team on projects;
- Adapt to short deadlines and changing priorities;
- Learn and implement new information quickly;
- Focus on outcomes to resolve issues and recommend workable solutions; and
- Commit to achieving excellence.

Exceptional organizational, interpersonal and written communication, and team performance skills are required.

***Minimum Hiring Standards:***

<b>Education</b>	-Bachelor’s degree required, Master’s degree preferred
<b>Years of Experience</b>	-Three or more years of successful administrative assistant/managerial experience at a college, university, or similar setting.
<b>Years of Management/Supervisor Experience</b>	NA

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