



CLARK ATLANTA UNIVERSITY

Job Description

Position Title:	Project Manager III
Department:	CCRTD/RCMI/ADM
Reports To:	Dr. Shafiq Khan

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):

Serves as a senior project manager, planning, managing, and coordinating short- and long-term strategic and operational activities associated with extramural funding. Plan, prioritize, and implement programs and projects, and assist with budgets for PIs. Coordinates all budget and personnel-related matters and student internship/training initiatives. Prepare, maintain, and update faculty/staff/student information and assist with required reports including databases for extramural grants.

Examples of Duties and Responsibilities:

- Develop, maintain, and manage extramural funding for PIs.
- Assist in developing/implementing policies and procedures, and the monitoring thereof for compliance adherence.
- Prepare and process personnel PAFs, ePAFs, and travel documents.
- Prepare and review monthly/annual reports to funding agencies, PIs, and other required organizations.
- Serve as liaison with faculty/staff internally and externally.
- Plan meetings, special events, and the dissemination of information internally and externally.
- Responsible for daily processing and monitoring of budgetary accounts, i.e., requisitions, and invoices.
- Maintain confidential files and databases.
- Performs other related duties as assigned.

Knowledge, Skills, and Abilities:

- Knowledge of University policies and procedures.
- Considerable knowledge of program development, practices, and procedures and familiarity with federal guidelines.
- Knowledge of various computer equipment and software applications, i.e., Microsoft Office Suite (including Excel, PowerPoint, Outlook) and University applications.
- Effective oral, interpersonal, and written communication skills.
- Effective time management and organizational skills.
- Ability to assume varied responsibilities and work efficiently under pressure.
- Ability to engage effectively with the public, and internal and external constituents.

Minimum Hiring Standards:

Education	Master's degree in business, project management, or related field.
Years of Experience	10 - 15 years
Years of Management/Supervisor Experience	N/A

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