

Clark Atlanta University Job Description

Proposed Position Title Change:	Program Manager
Department:	Office of Planning, Accreditation and Institutional Research
Reports To:	VP of Planning, Accreditation and Institutional Research

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 Program Manager performs a variety of duties and activities related to internal and external projects for the Office of Planning, Accreditation and Institutional Research (OPAR). The Program Manager works closely with the Vice President for Planning, Accreditation and Institutional Research to provide administrative support in prioritizing and scheduling of multiple assignments, projects and tasks. Responsible for performing a variety of complex, and confidential administrative duties. Assists with strategic and operational implementation and planning, and budget development and management. The Program Manager communicates and interacts with OPAR's diverse constituencies, assists the VP with institutional and professional program accreditation activities. Develops and prepares manuals, reports, recommendations, correspondence and other communications for accountability. Assists with development of procedures and guidelines, which govern strategic planning for the University. Develops and implements plans for efficient management of the Office of Planning, Accreditation and Research. The Program Manager also assists in managing OPAR's pages on the University's website.

Examples of Duties and Responsibilities:

- Conducts university document content analysis of data entry updates, for consistency, and accuracy; develop procedures to ensure compliance of regulations related to storage of evidence documents; create, manage and organize online document/evidence; work with university Webmaster, as well as update and maintain OPAR Web content information
- Assists with the coordination of institutional and professional program accreditation activities to include the University's primary regional accrediting body, SACSCOC Decennial and 5th Year Reports
- Reviews accreditation standards, procedures and documentation requirements for appropriate submission
- Coordinates, organizes activities and prepares along with relevant department heads/chairs tasks and projects related to accreditation
- Manages and organizes accreditation report files and documents using a physical and/or electronic filing system, shared drive, or software that is easily accessible
- Reviews, updates, and formats for consistency and accuracy, weekly Executive Cabinet Agendas, PowerPoint Presentations and other documents; distributes accordingly
- Assists Executive Assistant of The Office of the Board of Trustees in reviewing, updating, and formatting quarterly committee meeting Agendas for distribution to internal and external constituents
- Assists with completion of surveys specified by VP for distribution in timely manner to internal and external constituents
- Reviews www.opar.edu data request email folder for timely responses
- Assists in document compilation and preparation process of the University's Strategic Plan
- Prepares appropriate documents for procurement of services, supplies, equipment and other items to support OPAR (know standard and CAU business policy, practices and procedures)
- Assists in developing operational procedures manual for OPAR
- Manages Office of the Vice President

Examples of Duties and Responsibilities (contd.):

- Develops reports, documents and presentations using computer-based software packages
- Applies and implements appropriate administrative university policies and procedures related to OPAR
- Assists in developing, processing, and monitoring annual budget requests and transactions
- Coordinates and prepares materials for all OPAR staff; meetings, workshops, retreats, planning sessions, activities/events, and new hires
- Handles inquiries about OPAR and initiates responses to them or refers them to appropriate staff
- Composes routine correspondence, minutes and proceedings to be reviewed and forwarded to a variety of internal and external constituents
- Interfaces with various internal and external constituencies on behalf of the Vice President
- Schedules appointments and maintains a log on visits made to internal and external constituencies by key staff of OPAR
- Develops and maintains an electronic and paper filing system, logs and records that will meet a variety of needs
- Prepares and publishes annual reports and other publications on OPAR's Web pages
- Performs other tasks, projects, and research as assigned by the Vice President

Knowledge, Skills and Abilities:

- Experience in office administration and management, or relevant work experience supporting an executive level administrator
- Knowledge and training in administrative office operating procedures
- Excellent organizational, interpersonal, written and oral communication skills
- Proficiency with office equipment and various software application packages (Microsoft Office Suite, etc.)
- Handle several projects/responsibilities simultaneously and work independently
- Interact effectively in group settings
- Coordinate and manage multiple tasks
- Plan and execute tasks to accomplish specific completion dates
- Reliable and punctual.

Minimum Hiring Standards:

Education	Bachelor's Degree preferred or any combination of education and experience providing required knowledge and skills, i.e., equivalent of completion of college courses supplemented by related courses.
Years of Experience Required	At least 10 years in executive administrative support
Years of Management/Supervisor Experience	N/A