

Clark Atlanta University

Job Description

Position Title:	Title III IT Project Coordinator
Department:	Office of Information Technology & Communication
Reports To:	Director of Project Management/ Title III Program Administration

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):

Under the supervision of the Director of Project Management, the Project Coordinator will assist in the execution, documentation, and monitoring of technology and business projects. The ideal candidate will support project logistics, track milestones, maintain documentation, and help ensure collaboration across departments and vendors. This role will support the successful delivery of university-wide initiatives, including those funded through Title III. This is a Title III funded position.

Examples of Duties and Responsibilities:

- Assist in planning, scheduling, and monitoring IT and administrative projects
- Maintain project timelines, action items, and task lists
- Organize and coordinate meetings, agendas, and documentation
- Update project plans, trackers, and shared platforms (e.g., ClickUp, SharePoint)
- Support communication between departments, vendors, and stakeholders
- Document and track risks, decisions, and project changes
- Prepare status reports and project summaries
- Perform other duties as assigned

Knowledge, Skills and Abilities

- Strong organizational and administrative skills
- Experience with project coordination or support roles
- Ability to manage multiple priorities with attention to detail
- Proficient in Microsoft 365 and project management tools
- Strong written and verbal communication skills
- Collaborative mindset and team-oriented attitude

Minimum Hiring Standards:

Education	Bachelor's degree in Business, Information Technology, Communication, or related field
Years of Experience Required	Three (3) to five (5) years of professional experience in a project or administrative support role
Years of Management/Supervisor Experience	N/A