

# Clark Atlanta University

## Job Description

<b>Position Title:</b>	<b>Parttime Program Coordinator</b>
<b>Employee:</b>	<b>TBA</b>
<b>Department:</b>	<b>Mathematical Sciences</b>
<b>Reports To:</b>	<b>Charles Pierre</b>

*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 parttime program director is responsible for overseeing multiple projects, ensuring they are completed on time, within budget, and to the required quality standards. This role involves strategic planning, Logistics, and risk management.

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

- Monitor project progress and performance
- Ensure projects are completed on time, within budget, and meet quality standards
- Manage project risks and issues, and develop mitigation plans
- Communicate project status to senior management and stakeholders
- Allocate resources, with PI approval, and manage project budgets
- Manage the office's daily operations
- Provide administrative support to the PI and senior management team
- Schedule and coordinate meetings, appointments, and travel arrangements
- Prepare and edit correspondence, reports, and presentations
- Oversee the logistics of maintaining office supplies and equipment
- Handle confidential information with discretion
- Coordinate logistics for program events and meetings, as well as travel logistics
- Manage office budgets
- Ensure compliance with program policies and procedures

### **Knowledge, Skills and Abilities**

- Excellent organizational and multitasking skills
- Strong written and verbal communication skills
- Proficiency in office software and tools
- Ability to handle confidential information with integrity

### **Minimum Hiring Standards:**

<b>Education</b>	Bachelor's degree
<b>Years of Experience Required</b>	Five or more years
<b>Years of Management/Supervisor Experience</b>	This level of years of experience will be determined by the PI of the program, Dr. Charles Pierre