



CLARK ATLANTA UNIVERSITY

Job Description

Position Title:	COLLINS Scholars Project Coordinator
Department:	Curriculum and Instruction
Reports To:	Annette Teasdell, COLLINS Scholars Project Director

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 COLLINS Scholars Project Program Coordinator works with the COLLINS Scholars Project Director, and Program staff to carry out assigned program development support tasks related to the success of the program. The program coordinator is responsible for overseeing the efficient and effective implementation of the program in accordance with the Office of Special Education Programs and Department of Education guidelines. This includes tasks such as managing the budget, ensuring compliance with federal regulations, providing assistance to COLLINS Scholars and program staff, developing and implementing program goals and objectives and assisting with program evaluation.

Examples of Duties and Responsibilities:

- Prepare and submit grant reports such as annual performance reports and other DOE reports in accordance with federal guidelines.
- Manage The COLLINS Scholars Project grant, including budgeting, financial reporting, record-keeping, and program implementation.
- Monitor grant performance and ensure compliance with Department of Education Office of Special Education federal regulations.
- Develop and implement program plans and activities.
- Provide assistance to COLLINS Scholars and staff.
- Oversee the day-to-day operations of the COLLINS Project.
- Monitor program progress and outcomes.
- Prepare data for evaluation reports.
- Develop, coordinate, and implement a communications and marketing strategy for the COLLINS Project.
- Represent the program at meetings and conferences as needed.
- Develop promotional materials and market the COLLINS Project to stakeholders by maintaining a social media presence.
- Provide support to the Program Director as needed.
- Complete other duties as assigned.

Knowledge, Skills and Abilities:

Required:

- o Excellent organizational skills, and the ability to write and communicate effectively.
- o Initiative to work independently to achieve project goals in a timely manner.
- o Ability to use software such as Adobe, Canva, Microsoft Office, etc., in an efficient manner.
- o Ability to work well with others.

Preferred:

- o Experience managing federally funded grant programs.

Minimum Hiring Standards:

Education	Bachelors required, Masters preferred
Years of Experience	2 years of experience
Years of Management/Supervisor Experience	1-2 years of experience

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