



Atlanta University Center Data Science Initiative

Program Coordinator for Faculty and Staff Development

The Atlanta University Center (AUC) Data Science Initiative (DSI) invites applications for the position of **Program Coordinator for Faculty and Staff Development**. The AUC Data Science Initiative is located in Atlanta, GA, and was established in 2019 through a UnitedHealth Group grant, and will launch HBCU-wide programs in 2023 with a grant from Mastercard. The Initiative serves as a hub to catalyze data science education and research across all Historically Black Colleges and Universities (HBCUs), stewarded by the AUC-member institutions, Clark Atlanta University, Morehouse College, Morehouse School of Medicine, and Spelman College, as well as the AUC Robert W. Woodruff Library.

Reporting to the Assistant Director of Programs, the **Program Coordinator for Faculty and Staff Development** coordinates the planning, delivery, execution, and evaluation of faculty and staff-facing data science programs across HBCUs. Responsibilities include the successful coordination and execution of faculty and staff development programs to support the development of data science-related research and curriculum. Such activities may include workshops, symposiums, mini-grant programs, workgroups, seminars, and information sessions, subject to the terms and conditions of ongoing grants and agreements.

To perform this job successfully, the **Program Coordinator for Faculty and Staff Development** must be able to organize, coordinate, plan, and execute various programmatic activities of a growing initiative in a collaborative team environment. The individual will work closely with AUC Data Science Initiative's staff to support the coordination and implementation of activities for faculty and staff, such as planning and development, reporting, logistics, and materials. The ideal candidate will have experience working with faculty and staff in higher education.

Areas of responsibilities include:

- Work closely with the Assistant Director of Programs to coordinate the development of high-quality, strategically aligned data science programs for HBCU faculty and staff;
- Coordinates with AUC DSI staff and other partners to develop and implement faculty and staff development programs and engagement activities across HBCUs;
- Serves as a central point of contact for faculty and staff programs on day-to-day programmatic, operational, and administrative matters (i.e., assisting with meetings, special projects, seminars, workshops, etc.);
- Create and maintain operating procedures, workflows, and task lists for programs;
- Monitor program timelines and milestones;
- Work closely with the Assistant Director of Programs and the Financial Coordinator to adhere to program budgets and track expenditures;
- Work collaboratively with the external evaluator(s) to collect and analyze data for associated reporting functions and evaluation;
- Supports the development of reports and dissemination of outcomes;
- Support the development of the Initiative's overall programming and engagement plan that supports faculty and staff development and student enrichment activities across HBCUs; and
- Performs related responsibilities as required.

Education

- Bachelor's degree or an equivalent combination of education, training, and experience

Experience

- Two years of related experience in coordinating programs
- Experience in a higher education work environment
- Exceptional customer service skills
- Excellent verbal and written communication skills
- Demonstrated high levels of professionalism in interacting with students, faculty, and staff in higher education
- Demonstrated organizational skills and attention to detail while handling multiple tasks, short deadlines, frequent interruptions, and shifting priorities
- Demonstrated ability to start tasks on time and complete by the deadline without prompting
- Demonstrated experience working collaboratively with multiple constituents
- Demonstrated ability to think strategically, organize resources, and establish priorities
- Advanced proficiency in Microsoft Office Suite (i.e., Word, PowerPoint, Excel, Outlook, Forms) and Google Workspace (i.e., Docs, Gmail, Slides, Sheets, Gmail)
- Familiarity with SurveyMonkey or other software to conduct surveys
- Knowledge of budgeting and cost control procedures
- Knowledge of marketing techniques and communication principles
- Knowledge of program evaluation
- Familiarity with proposals and grants

Work Location

- While the **Program Coordinator for Faculty and Staff Development** position is not a remote job, the AUC Consortium provides some flexibility via telework.
- During teleworking, you will be required to provide a space, either your home or another location, to work from at your own expense (laptop, iPad, and cell phone provided).

Position Location: Atlanta, Georgia

Salary Range: \$55,000 - \$65,000

Benefits

- Outstanding AUC Consortium benefits include health, dental, and retirement plans, life insurance, disability programs and investment plans, paid vacation, sick leave, and holidays.
- The AUC Data Science Initiative supports the professional development and training of its staff, should the development or training directly relate to accomplishing the AUC Data Science Initiative's goals.

TO APPLY:

Applicants should complete the following application and attach their cover letter, resume, and contact information of three references:

- <https://www.surveymonkey.com/r/aucdsi-employment-application>

Review of applications will begin immediately, and applications received by **11:59 pm ET on November**

17, 2023, are ensured full consideration.

As an equal opportunity employer, the AUC Consortium does not discriminate on any basis protected by applicable federal, state or local law including race, color, religion, creed, gender, gender identity, national origin, age, disability, sexual orientation, marital, veteran status, genetic information or any other legally protected status. The Consortium will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in undue hardship.