



Atlanta University Center Data Science Initiative

Administrative Director

The Atlanta University Center (AUC) Data Science Initiative invites applications for the position of Administrative Director, beginning as early as January 4, 2020. The AUC Data Science Initiative is located in Atlanta, GA, and was established in 2019 through a UnitedHealth Group grant. The Initiative facilitates and coordinates research, activities, and programs across four historically black colleges and universities (HBCUs), Clark Atlanta University, Morehouse College, Morehouse School of Medicine, and Spelman College, as well as the AUC Robert W. Woodruff Library.

The Administrative Director is responsible for all administrative functions of the AUC Data Science Initiative. This includes financial oversight, operations, and administration management. The Administrative Director is a central administrator and manager for the AUC Data Science Initiative, acting within the policies and procedures of the AUC Consortium to achieve the Initiative's goals. The Administrative Director is the primary interface between Institute research, educational and other personnel and the Director.

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.

The Administrative Director works closely with AUC Data Science Initiative's staff and reports to the Director.

Areas of responsibilities include:

Administrative Operations

- Oversee administrative functions of the AUC Data Science Initiative to ensure smooth and efficient operations of programs and special events
- Acting as chief of staff to support the directorate and boards in planning activities, meetings, and fundraising efforts
- Oversee the functional aspects of special programs and community outreach activities
- Manage scope, time, resources, and budgets for various activities, meetings, and other efforts
- **Result:** Activities are organized, executed well, and engages the target audience. Project planning descriptions are timely and communicated to the appropriate staff.

Marketing and Communications

- Work with communications staff to develop marketing, advertising, and web content to:
 - Develop and execute a communications plan
 - Manage the development and placement of budgeted marketing, advertising, web content, and social media for all institute programs and events.
 - Create and send quarterly on-line newsletter.
 - AUC Data Science Institute news coverage and PR
- **Result:** Programs descriptions are timely and accurately described on website and on printed/emailed material. Posters and ads are placed and sent to the appropriate audience. AUC

DSI name recognition continues to grow. Program attendance is high. Printing and mailing costs are kept within budget. Press coverage is appropriate.

Staff Management

- Work with staff management team to guide establishing AUC Data Science Initiative priorities and fostering teamwork to meet goals, maintain a culture of customer service, and keep morale high. Lead discussions with Director regarding potential staffing issues and ensure any issues are addressed properly, fairly, and efficiently.
- Recruits student help as needed
 - Establishes and maintains student worker schedule
 - Assigns and supervises tasks to ensure expected outcomes
 - Ensures proper, timely effort reporting
- **Result:** AUC Data Science Initiative employees have a clear idea what their roles are in meeting the institute's goals. Culture of customer service and team work is maintained and supported. AUC Data Science Initiative has a reputation as a good place to work.

Survey Administration and Reporting

- Administer all programmatic pre, exit, and follow-up surveys, including analysis of follow-up surveys. Review survey results with directorate and management team on a regular basis to trouble-shoot issues as needed. Present ad hoc reports as needed and develop summary reports clearly displaying data and results over time. Continually develop new phases of survey data analysis and reporting to show the AUC Data Science Initiative's impact on data science, AUC Data Science Initiative's ability to expand participants' knowledge in data science, and faculty professional growth.
- Assist with grant writing, fund raising, and all associated reporting functions
- **Result:** Participant surveys are regularly reviewed by directorate to ensure participants experience a high degree of satisfaction with the functional and scientific aspects of the program. Survey reports are clear and easy to understand. The AUC Data Science Initiative continues to improve its surveying tools and reporting.

Education

- Required: Bachelors degree
- Preferred: Masters Degree

Experience

- Demonstrated project management skills
- Demonstrated leadership and staff management skills
- Demonstrated ability to think strategically
- Excellent verbal and written communication skills
- Demonstrated ability to produce publications in print and online
- Proficiency in Microsoft software and cloud-based applications
- Experience with proposals and grants helpful
- Experience with event planning helpful
- Experience with financial management helpful
- Experience in an academic or research work environment helpful

Applicants should submit a cover letter, CV/resume, and names of three references to Tamala Fortson at tfortson@aucenter.edu. Review of applications will begin immediately, and applications received by 11:59 pm ET on December 14, 2020 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.