### JOB OPPORTUNITIES

<table>
<thead>
<tr>
<th>APPLY ELECTRONICALLY</th>
<th><a href="mailto:jobs@cau.edu">jobs@cau.edu</a>  (attach Word-formatted resume)</th>
</tr>
</thead>
<tbody>
<tr>
<td>APPLY BY MAIL</td>
<td>Human Resources Office</td>
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<td>Clark Atlanta University</td>
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<td>223 James P Brawley Drive, S.W.</td>
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<td>Atlanta, GA 30314</td>
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For additional information, please visit [www.cau.edu](http://www.cau.edu) and click on the Human Resources link.

### PROFESSIONAL POSITIONS

**POSITION TITLE:** Graduate Writing Coordinator (#038-12)
**DEPARTMENT:** Office of Graduate Studies

**JOB DUTIES:** The primary responsibility for the Writing Coordinator is to aid students at any stage of the writing or presentation process with their specific writing needs in an effort to improve the student’s overall understanding and writing skills. Responsibilities may include; oversee the daily activities of the GWC, provide one-on-one, and group assignments, helping students formulate ideas, and dissertations. This person must maintain a daily log of Writing Center activities and students usage. They will also market services to students through class presentations, flyers; posters also help planning, publicizing, and implementing Writing Center activities, programs, workshop, and seminars; serve as a thesis and dissertation reader; perform other related tasks as assigned.

**QUALIFICATIONS:** A Master’s Degree in English or other related field 2 years of experience in higher Education, with an experience in writing and reviewing various type works. A strong interest in and enthusiasm for writing, a strong command of the academic writing process and skilled in proper grammar usage. An excellent communication and interpersonal skills. With the ability to work with diverse students, cowards, supervisors and other in a friendly, courteous manner. This successful candidate will be experienced, innovative, creative, highly motivated, enthusiastic, well organized, adaptive, and attentive to detail.

**POSITION TITLE:** Project Coordinator (#033-12)
**DEPARTMENT:** Office of Alumni Relations

**JOB DUTIES:** Coordinate and manage the reunion classes segment of the Office of Alumni Relations. Perform supervisory work in execution activities for programs and projects. This person will also oversee the updating of biographical information of alumni constituency. Other duties that may be assigned are; develop with director of alumni relations, administer and evaluate projects. Responsible for interacting and developing partnerships with reunion class coordinators, other departments and work units in order to attain departments goals and objectives, conducts research as appropriate to projects or initiatives within the work unit, serves as back-up in the absence of department director, provides guidance and consistency in policy and procedure
decisions within work unit. Serves as a liaison to reunion class coordinators, and to meet departmental and program goals as required. They will also have training responsibilities related to the department.

QUALIFICATIONS: Requires a Bachelor Degree in area of assignment, and 5-8 years of experience depending on education. Excellent organization skills, and skilled in program development and execution. Excellent communication and presentation skills, a working knowledge of the principles and procedures of the assigned work unit with the ability to work independently. Related university experience dealing with area of assignment is helpful.

POSITION TITLE: Assistant Director of Assessment (#022-12)
DEPARTMENT: Office of Planning, Assessment & Research (OPAR)

JOB DUTIES: Reporting to the Director of OPAR, the Assistant Director for Assessment, in support of Institutional Effectiveness, is responsible for the coordination, implementation, and analysis of a comprehensive program of assessment and evaluation activities at the University. The Assistant Director works closely with the University’s academic units to collect and analyze student learning outcomes data, with administrative units in measuring and analyzing performance outcomes, and closing the loop; helps in designing measures of success, and collects supporting data that assess University-wide goals and objectives. The Assistant Director provides oversight to TracDat Assessment Management; implements an institutional assessment calendar of activities to be performed on a cyclical basis for all academic and non-academic areas; and facilitates incorporation of assessment outcomes and results into the planning and budgeting process. Supervises Graduate Research Assistants. Specific duties include; Assisting with the implementation of the University’s Institutional Effectiveness System (IES); Plan, implement and evaluate services of the assessment function; Develop and implement an institution-wide assessment plan (Strategic and annual/tactical); Monitor implementation of the University’s assessment plan activities; Oversee the administration of Electronic Assessment System (TracDat); Assist programs and departments in developing student learning outcomes; Assist programs and use of results and applying to action plans; Collect and analyze outcomes evaluation data and prepare reports and recommendations; Present assessment reports to internal and external constituents; Assist with institutional and professional program accreditations; Assist in administering academic/administrative program review self-studies, evaluations and analysis; Design and conduct research studies that support assessment activities of the University; Aid in design and facilitation of data collection surveys, instruments, and inventories; Participate in planning, budgeting, assessment, and effectiveness activities; Plan and conduct assessment training tutorials, workshops, meetings, and presentations; Assist with Title III activity administration; Facilitate University Effectiveness Committee initiatives; Serve on standing and ad hoc committees as assigned; Perform other tasks and projects as assigned by Director.

QUALIFICATIONS: Master’s degree required, doctorate preferred; five years experience in higher education setting, with teaching, testing, assessment, academic support services, evaluation methodology, and institutional effectiveness and five years supervisory experience required. Excellent interpersonal, organizational, communication and technical skills; Experience in conducting training workshops, seminars, and presentations; Ability to deliver assessment reports in a wide range of presentation modes – oral, written and technological; Demonstrated ability to handle myriad responsibilities and projects simultaneously and independently; Demonstrated ability to provide analysis of complex tasks, and to organize and coordinate the work of others to accomplish objectives; Demonstrated ability to handle multiple complex tasks of program analysis and assessment and to work collaboratively with various departments in the University; Familiar with universal assessment data collection definition, classification, and methodology; Knowledge of sampling, survey design and data analysis; Experience with office software packages; Experience with electronic assessment management system; Familiar with regional and professional program accreditation standards; Ability to complete projects on deadlines.

POSITION TITLE: Deputy Chief (#098-11)
DEPARTMENT: Public Safety
JOB DUTIES: Under the supervision of the Chief of Police, the Deputy Chief directs, manages, and oversees the day-to-day administrative operations of the police bureau of the Department of Public Safety. Responsible for the planning and implementation of bureau policy and procedures; supervises all administrative supervisors in the bureau and assists in budget management; ensures that the coordination of all emergencies and special events are handled properly and efficiently. Specific duties include: Plans and executes programs of security awareness for the proper enforcement of state and federal laws as well as University regulations; compiles and submits regular and special reports of high profile incidents to the Chief of Police; develops and ensures security awareness programs are conducted for the faculty, staff and student body; reviews all hours worked by personnel and ensures proper payment is being made based on approved and authorized work assignments; develops and conducts various safety education and training programs; reviews all construction and renovation blueprints to ensure compliance with codes and regulations; maintains accident and fire reporting analysis of CAU personnel and property; conducts periodic fire drills for all of CAU buildings and maintains records for each building; responsible for ensuring programs and conditions acceptable to the Atlanta City Fire Marshal and the state fire Marshal; required to be on call 24 hours daily for all emergencies.

QUALIFICATIONS: Degree in related field; five to eight years management experience in a safety-related profession; current Georgia driver’s license; must possess good moral and ethical character and good health as determined by an employment health screening; ability to communicate clearly, both orally and in writing; ability to understand clearly and adhere to the department and University’s policies and procedures; ability to research and assimilate information internally and externally; ability to work well with other people, co-workers, superiors, helping to meet the objectives of the University, state and federal law; ability to supervise subordinate staff; ability to work well without close supervision; ability to assume a variety of responsibilities; ability to plan strategically to meet deadlines.

SUPPORT POSITIONS

POSITION TITLE: Producer (#030-12) DEPARTMENT: CAU-TV

JOB DUTIES: Write segments scripts for “Life Notes” and shoot “b” roll footage for all segments of “Life Notes.” Log and capture interview and “b” roll footage for “Life Notes.” This person will also serve as studio crewmember for “Life Notes” and serve as talent for at least one segment of “Life Notes” monthly program. They will also provide production assistance as needed with all CAU-TV original programs as needed. Applicant should have at least two years experience as news and program talent; at least two years experience shooting video for news and program packages; familiarity with “Life Notes” monthly program format; proficiency in Final Cut Pro editing software; proven ability to work in a multi-task environment.

QUALIFICATIONS: Must have a Bachelor’s Degree in video or television as a discipline, with 2 years experience. No supervisor experience required.

POSITION TITLE: Police Officer (#008-12) DEPARTMENT: Public Safety

JOB DUTIES: Works under the supervision of a senior police officer. Work may be regular or special detailed police work in preserving life and protecting property within the University area or jurisdiction. Work involves responding to incidents to deter and detect crime as well as, maintaining law and order. Work also involves patrolling assigned areas, traffic enforcement, and accident reporting and criminal investigations. Assignments are received from superior officers and are carried out under the established policies and procedures. The employee must exercise quick, independent, and sound judgment and display initiative in applying work

3
methods to emergencies that arise when superior officers are not immediately available. Work requires
dedication to public service.

QUALIFICATIONS: High School graduate or GED; current Georgia driver’s license; possess good moral and
ethical character as determined by a pre-employment background investigation; possess good health as
determined by an employment health screening; have not been convicted of any crime wherein punishment
could have been in a federal or state prison or institution, nor shall have been convicted of sufficient
misdemeanors to show a disregard for the law; knowledge of standard police practices and techniques;
knowledge of fire prevention techniques; ability to analyze situations quickly and objectively and to determine
the proper course of action; ability to cope with situations firmly, courteously, and tactfully and with respect for
the rights of others; ability to react quickly and calmly under emergency conditions; ability to obtain information
through interview, interrogations, and observations; ability to understand and execute difficult oral and written
instructions; ability to express ideas clearly, orally and in writing, to prepare comprehensive records and
reports; ability to develop skills in the use and care of firearms; ability to develop and maintain good public
relations; ability to meet such specific physical requirements as may be established by competent authority;
skill in furnishing first aid and comfort in case of accidents, illness and death situations.

POSITION TITLE: Public Safety Officer (#131-11 and #132-11)
DEPARTMENT: Public Safety

JOB DUTIES: Inspect all areas and property for damage and unusual hazardous conditions; observes area
for suspicious persons and reports to the Shift Supervisor or Watch Commander; checks area for unsecured
buildings and offices and prepares reports; responds to open facilities for faculty, staff and students as
directed; provides students, staff, faculty and visitors escort services on campus as directed; responds to
alarms, prepares reports and notifies appropriate personnel of alarm status; patrols parking lot areas to provide
security for unattended vehicles.

QUALIFICATIONS: High school diploma or GED; must possess good moral and ethical character as
determined by a pre-employment background investigation; must submit to search of local, state and national
fingerprint file and have not been convicted of any crime wherein punishment could have been in a federal or
state prison or institution, nor shall have been convicted of sufficient misdemeanors to show a disregard for the
law; knowledge of basic security practices and techniques and fire prevention techniques; possess the ability
to analyze situations quickly and objectively and to determine the proper course of action; ability to cope with
situations firmly, courteously, and tactfully and with respect for the rights of others; ability to react quickly and
calmly under emergency conditions; ability to understand and execute oral and written instructions; ability to
express ideas clearly, orally and in writing and prepare reports; ability to develop and maintain good public
relations; ability to meet such specific physical requirements as may be established by competent authority.

TECHNICAL & RESEARCH POSITIONS

POSITION TITLE: Sr. Computer Technician (#036-12)
DEPARTMENT: OITC

JOB DUTIES: Candidate should have excellent oral and written communication skills with the ability to work
well with others in a teamwork environment, as well as the ability to effectively handle multiple problems
simultaneously. Tasks must be completed with critical deadlines and produce quality results. Candidate must
be proactive in problem-solving, a self-starter, take initiative within boundaries of the position while keeping
supervisor informed and must be tireless in his/her efforts to improve the quality of customer service with
minimal instruction and supervision. Solid problem-solving work experience with a variety of digital
surveillance cameras and software is required. Must be able to determine technology needs and recommend
solutions to meet the needs in support of staff monitoring and designing surveillance solutions. Maintains a
high level of technical skills in digital surveillance systems and networking service. Identify and implement
process the ability to prioritize tasks to meet managerial, department, and institutional needs. Must possess interpersonal skills to interface with senior level managers and supervise junior level computer technicians and student workers. Duties and responsibilities may include Assures that products for installation are available and operative; Schedules installation in a timely manner; completes installations with minimum disruption to the customer; Migrate old cameras from existing system to new systems as required. Test and install new products; research, install and test software updates and patches to support cameras, applications and various operating systems. Install and recover desktops in a timely manner and with minimal disruption through reimaging; Implement and administer Anti-virus software. They must have a strong digital Surveillance system, PC and Network troubleshooting skills and ability to resolve basic to advanced hardware, software, and connectivity problems in a timely manner; ability to develop, as well as follow policies, processes, and procedures quickly; Ability to apply new technical information (including processes and procedures). Other skills may include knowledge of MS Windows 2000, Widows2000 Professional, and Windows XP Professional, Windows Vista Professional, Windows7 and MAC OS 10. Perform administrative user account creation and repair corrupt user profiles. Deployment and migration of users on Windows, Windows7 MS Office MS Office2007 and MS Office2010 and Digital Surveillance System software. Expert- level knowledge distribution and imaging software and principles Microsoft Certifications a plus.

QUALIFICATIONS: Bachelor preferred. Seven to ten years of industry standard digital surveillance system installation and support, information Technology. Management and supervisory experience desired but not mandated.

POSITION TITLE: Senior Database Administrator (019-12)
DEPARTMENT: Office of Information Technology & Communication (OITC)

JOB DUTIES: Direct all database administration functions that support the University’s Banner production databases. Coordinate all technical activities for a relational database to consist of system and application software upgrades, performance analysis, record archival, tuning, and user maintenance. Document implementation of database application design, coding, testing, access methods, validation checks, security, and disaster recovery. Manage system usage, memory documentation, and general system administration. Maintain data structures and monitor/document standards and procedures.

QUALIFICATIONS: Bachelor’s degree in computer related field, five to eight years professional experience and minimum of two years supervisory experience is required. Oracle certification; minimum five years experience with Oracle RDBMS, PL/SQL/ Oracle Developer, Oracle Forms and Oracle Reports; Banner technical support experience with ability to ensure overall health and security of Banner database; set up job submission and sleep wake processes; ability to diagnose Banner system issues and implement appropriate solution; Oracle software configuration manager; Oracle Internet application server, Oracle recovery manager; UNIX and shell scripting experience; UC4 applications manager job scheduler experience; Evasions experience; Xtender Solutions (BDMS) experience; excellent interpersonal, verbal and written communications skills; assist developers with data location and connections, as well as complex queries; strong team orientation; Oracle 10g and 11g experience; reporting tools (Argos preferable) and querying tools. Databases: Oracle, SQL Server; Hardware: Windows Server 2003/2008, HP-UX, SUN; Software: C, C++, VBA, Ksh, Awk, Sed, HTML, PERL; Operating System: UNIX (HP-UX and SUN), Linux, Windows (XP and 7).

POSITION TITLE: Senior Software Developer (014-12)
DEPARTMENT: Office of Information Technology & Communications (OITC)

JOB DUTIES: Provide software support for the Banner application including modification and customization of the system using PL/SQL; provide program development required to integrate the Banner application with other applications; troubleshoot applications, determine and resolve problems; create complex reports and program interfaces between applications; maintain web applications related to an Oracle database and facilitate the automation of common tasks to the web; assist in maintaining all existing databases and building additional databases as needed; assist in performing database and application security administration, periodic upgrades, building complex reports, views and queries; assist in performing backups and planning for disaster
recovery; assist functional users when needed; integrate third party provider software with Banner; carry out
development and report writing responsibilities as directed by the manager; administer job scheduling system
(UC4 application manager).

QUALIFICATIONS: Bachelor’s degree in Computer Science or Computer & Information Sciences; eight years
as a software developer; six years as an Oracle developer; three years experience using the UNIX operating
system; experience using Java & HTML in an Oracle environment. Databases: Oracle, SQL Server; Hardware:
PC, HP, SUN; Software: C, C++, VBA, HTML, PERL PL/SQL, Oracle Developer Suite, Oracle Forms, Oracle
Reports, Pro*C, Java; Operating System: UNIX (HP-UX and SunOS), Linux, Windows; Concepts: Object-
Oriented Analysis and Design, System Maintenance, Problem Analysis/Solving; Management Tools: Microsoft
Office Suite, MS Project, Visio.

POSITION TITLE: Senior Systems Administrator (015-12)
DEPARTMENT: Office of Information Technology & Communications (OITC)

JOB DUTIES: Engineer, administer, troubleshoot and the ability to use scripting technologies to automate and
solve typical Exchange and Active Directory administration problems; maintain and redesign the student and
faculty mail repository, upgrade when necessary to provide backup and reduce redundancy; build, configure,
troubleshoot and integrate new and existing servers, workstations and equipment; recommend software and
hardware enhancements, diagnose and correct issues; migrate server platforms as required and integrate
Active Directory Services; manage Microsoft Exchange E-Mail System, Outlook Web Access and Exchange
Instant Messaging services; teach related classes to faculty and staff as required; respond to user support
requests in a timely manner; make certain critical tasks are accomplished to ensure system availability,
accessibility and integrity to include system backups, virus detection and anti-virus update system security, etc;
provide after hours and weekend monitoring of network devices.

QUALIFICATIONS: Bachelor’s degree in Information Technology or related field, five to ten years related job
experience and minimum one-year supervisory experience. Server Operating Systems: MS Windows 2003,
MS Windows 2008, Solaris 10, UNIX, Linux; Workstation Operating Systems: DOS, Windows XP, Windows 7,
Apple including Leopard, Snow Leopard; Server Applications: Acronis Data Recovery, Microsoft Services
which include Active Directory, DHCP, DNS, VPN, Terminal Services, KMS, Exchange, BES, and Symantec
NetBackup; Topologies: Ethernet; Protocols: IPX/SPX, TCP/IP, NetBEUI; Messaging: MS Exchange
Communications Server and Lynx; Databases: MS Access, SQL and Oracle; Desktop Applications: MS Office
Suite 97/2000/2003/2007, MS Publisher, MS Project, Visio, MCAfee Anti-Virus and Epolicy Orchestrator
applications.

POSITION TITLE: Post-doctoral Research Associate (2 positions) (#131-10)
DEPARTMENT: RCMI/Center for Cancer Research and Therapeutic Development

JOB DUTIES: Two (2) NH funded post-doctoral position are available immediately to study cellular and
molecular biology of prostate cancer at the Center for Cancer Research and Therapeutic Development
(CCRTD) at Clark Atlanta University. These positions are funded by the RCMI program and the selected
candidates will be expected to perform cutting edge research in prostate cancer with an objective to gain
competitiveness for applying for academic positions. The selected candidates will carry out their research
work with investigators affiliated with the CCRTD in the areas of growth factor signaling, transcriptional
regulation, genomics, prostate cancer invasion, metastasis, and angiogenesis. Technical Experience:
Applicants should possess a solid knowledge in cancer biology. Preference will be give to candidates with
background and experience in genotyping, molecular biology, cell biology, protein purification, and related
techniques.

QUALIFICATIONS: APH.D. degree in biological sciences and two to three years of research experience in
relevant areas. The applicant should be a U.S. citizen or a permanent resident.

POSITION TITLE: Postdoctoral Associate (#075-10)
DEPARTMENT: Dept. of Physics/Center for Theoretical Studies of Physical Systems (CTSPS)
**JOB DUTIES:** Engage in publishable research in condensed matter physics; first-principles and semi-empirical simulations of graphene and related nanostructures. Provide expertise in computer simulations, computer code development. Engage in publishable research in scientific journals. Write technical reports. Assist graduate students in the related research.

**QUALIFICATIONS:** Ph.D. in Physics, Chemistry or materials Science, with specialization in computation condensed matter physics. Candidate should have a broad appreciation of the forefront issues in computational condensed matter physics. Required knowledge in the following operating systems and software: Operating Systems: UNIX, LINUS, Windows; Languages: F90, C++, and C; Software: VASP, SIESTA, HyperChem, Chem3D, Materials Studio (DMol), NAMD, TeX, LaTeX and Word Processing (Microsoft office).

**JOB POSTING NOTICE**

We are filing a Labor Condition Application for an H-1B nonimmigrant worker for the following position:

**Title:** Post Doctoral Research Associate (SOC Code: 19-1042)

**Duties:**

**General Function (Description):**

Post Doctoral Fellow will be responsible for performing research on ongoing laboratory projects and writing reports and manuscripts.

**Examples of Duties and Responsibilities:**

- Perform molecular biology experiments.
- Assist in project management.
- Responsible for data analysis and making logical conclusions.
- Responsible for designing experiments.
- Reviewing literature and provide novel project direction.

**Requirement** Requires a minimum of a PhD in Biology and at least one to four years previous experience.

**Salary:** $38,955 per year

**Hours:** 40 hours per week

**Period:** 11/15/2011-11/14/2014

**Location:** Atlanta, GA 30314
(Fulton County)

**Contact:** Apply Electronically: jobs@cau.edu (attach Word-formatted resume) Apply by Mail: Human Resources Office, Clark Atlanta University, 223 James P. Brawley Drive SW, Atlanta, GA
Complaints alleging misrepresentations of material facts in the labor condition application and/or failure to comply with the terms of the labor condition application may be filed with any office of the Wage and Hour Division of the United States Department of Labor. A copy of the Labor Certification Application (LCA) will be available for public inspection at the employer's principal place of business in the U.S. or at the worksite.

**JOB OPPORTUNITY**

We are filing Labor Condition Application for H-1B nonimmigrant worker for the following position:

**Title:** Research Scientist/Research Programmer (SOC Code: 15-1111)

**Duties:** The candidate will work on a project involving data mining in large scale complex nan/bio systems. The detailed job duties include the following: Develop software systems in a variety of modern programming languages on large shared memory platforms, prepare research papers, monographs and research proposals, supervise undergraduate and graduate students research, set up and maintain enterprise level data analytical systems, perform research and develop data mining software in a modern programming language such as Java, C# and/or scripting languages. The candidate should be familiar with configuring and implementing enterprise architecture and configuration of large scale data analysis systems such as Hadoop, with knowledge of signal processing.

**Requirement:** A minimum of a Master in CS/CE or related field.

**Salary:** $49,992 per year

**Hours:** 40 hours per week

**Period:** 10/10/2011 – 10/9/2014

**Location:** Atlanta, GA (Fulton County)

**Contact:** Apply Electronically: jobs@cau.edu (attach Word-formatted resume) Apply by Mail: Human Resources Office, Clark Atlanta University, 223 James P. Brawley Drive SW, Atlanta, GA

30314. For additional information, please visit www.cau.edu and click on the Human Resources link.
The LCA is available for public inspection at the HR Department. Complaints alleging misrepresentations of material facts in the labor condition application and/or failure to comply with the terms of the labor condition application may be filed with any office of the Wage and Hour Division of the United States Department of Labor.

CLARK ATLANTA UNIVERSITY VALUES DIVERSITY AND IS AN AA/EEO EMPLOYER