The Office of Graduate Studies at Clark Atlanta University invites applications for the position of **Associate Dean of Graduate Studies**. We seek an innovative professional who will assist the Dean of Graduate Studies with the overall management of the Office of Graduate Studies. The successful candidate will help respond to the complex and rapidly changing graduate student population by developing an innovative recruitment and marketing plan to promote growth in the number, scholarly quality, and diversity of the graduate student population across disciplines at Clark Atlanta University. The anticipated start date is by **July 2011**.

**Summary of Duties:**
Under the leadership of the Dean of Graduate Studies, the Associate Dean provides executive, administrative, and analytical support to the Dean in a wide variety of areas including: recruitment, special projects, budgets, correspondence, and assistance with the day-to-day operations of the Dean's Office. The Associate Dean will serve as coordinator all graduate recruitment activities and will develop, manage and organize comprehensive recruitment and retention strategies. The associate dean as coordinator of recruitment will also be responsible for the development and implementation of a comprehensive strategic and goal oriented marketing and recruitment plan in order to recruit and promote growth in the number, scholarly quality, and diversity of the graduate student population across disciplines. The associate dean will serve as the liaison to the School Deans, chairpersons, and graduate coordinators on recruitment issues and marketing initiatives. The associate dean will also work closely with the Office of University Advancement to develop innovative promotional and marketing materials for recruitment. This position will carry faculty status in the area of specialization. The Associate Dean may teach in this area of specialization. The Associate Dean will serve on university committees and will represent the dean on matters where the dean is unable to attend.

**Qualifications:**
The successful candidate will have the following attributes: A Masters degree is required and a doctorate degree preferred. The candidate should have experience in higher education administration and graduate recruitment; graduate teaching, advanced knowledge of information technology; strong written and oral communication skills; strong analytical skills; familiarity with financial aid programs; and experience in marketing academic programs. Preference will be given to those candidates who have experience working at universities with Carnegie rankings similar to those of Clark Atlanta University which is classified as a Research University.

**Skills Expectations:**
People-oriented and energetic; collaborative leadership style with ability to work across schools and departments to achieve goals and objectives of the University and graduate studies; customer-oriented attitude; excellent organizational and computer skills.
Salary and Recruiting Schedule:
Salary will be competitive and commensurate with qualifications and experience. Review of completed applications will begin April 2011. The position will be open until filled.

Application Procedure:
All applicants must submit a letter of interest, a curriculum vita, official transcript of all graduate degrees, and a list of three professional references with phone numbers to:

Office Human Resources
Clark Atlanta University
223 James P. Brawley Drive, S.W.
Atlanta, GA 30314

Or via email to jobs@cau.edu

If you have any questions, please call Dr. Bettrye M. Clark, Interim Dean Office of Graduate Studies (404-880-8667) or email bclark@cau.edu.

Clark Atlanta University is a private, coeducational four-year university located in the historic heart of Atlanta. It is the largest of the nation’s 39-member UNCF institutions and one of only two private historically black colleges and universities designated by the Carnegie Foundation for the Advancement of Teaching as a Research University – High Research Activity. Our nearly 4,000 students are engaged in some 38 areas of study in our four schools and five Centers of Excellence. National business and consumer publications rank Clark Atlanta University high among the best buys in American higher education. Clark Atlanta University is accredited to award the Bachelor’s, Master’s, Specialist and Doctoral degrees by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Ga., 30033-4097; 404-679-4501).

Clark Atlanta University values diversity and is an AA/EEO/ADA Employer