

**CLARK ATLANTA UNIVERSITY**  
**February 02, 2012**

**J O B   O P P O R T U N I T I E S**

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| <b>APPLY ELECTRONICALLY</b>  | <a href="mailto:jobs@cau.edu">jobs@cau.edu</a> (attach Word-formatted resume)  |
| <b>APPLY BY MAIL</b>   | <b>Human Resources Office<br/>Clark Atlanta University<br/>223 James P Brawley Drive, S.W.<br/>Atlanta, GA 30314</b> |
| <b>APPLY IN PERSON</b><br><i>(Monday - Friday 9:30 a.m. – 4:30 p.m.)</i> | <b>Human Resources Office<br/>Harkness Hall, Room 218</b>  |

*For additional information, please visit [www.cau.edu](http://www.cau.edu) and click on the Human Resources link.*

**P R O F E S S I O N A L   P O S I T I O N S**

**POSITION TITLE:**   **Accounts Receivable Representative (# 039-12)**  
**DEPARTMENT:**       **Students Accounts**

**JOB DUTIES:** Under the general supervision of the Accounts Receivable Supervisor and the broad supervision of the Director of Student Accounts and Associate Controller, the Student Accounts Receivable Representative is responsible for the overall analysis of a student's account related to charges and payments posted for student tuition, residence hall fees, miscellaneous student fees, and all other incoming institutional funds. He or she will act as the primary contact for students, parents, University personnel and other involved parties concerning student tuition and loan accounts. Serve as an advocate and advisor assisting constituencies with their rights and responsibilities regarding their financial obligations to the University. Handles documents, routes inbound telephone calls and acts as a liaison between departments and students. Is responsible for collection and follow-up of all accounts assigned prior to, during or after graduation or withdrawal from the University, they must also communicate the University's financial policies to all students. Verify, research and complete all paperwork and forms related to Third Party billing, outside scholarships, and Veteran Benefits. Tracks and monitors all student accounts in database and solves or reports delays in payments, conflicts and other areas of concerns to manager. Verifies and posts all credit balance reimbursements via electronic system, subject to approval from Student Accounts Receivable Supervisor. Performs related responsibilities as required. Other duties may include but not limited to; having a working knowledge of University detail codes related to cash, receivable and miscellaneous transaction to verify appropriate data entry. Verify charges, payments, adjustments made to student accounts are accurate and posted in timely manner. Interprets entries to students' accounts and identifies balances by accessing Banner and referencing related documents, and process monthly invoice billing statements for students and third party vendors.

**QUALIFICATIONS:** Bachelor's Degree in Business is preferred with three years related work experience or equivalent. He or she must be able to utilize personal as well as mainframe computer systems. Ability to use and have a thorough understanding of the Banner System (SCT) is a preference. They must also have excellent written and oral communication skills as well as interpersonal skills.

**POSITION TITLE: Associate Director (#059-12)**  
**DEPARTMENT: Financial Aid**

**JOB DUTIES:** Under the general supervision of the Director of Financial Aid, the Assoc Director will assist in the overall administration of all Federal, State, Institutional, and Private aid programs for both current and prospective Clark Atlanta University Students. The Assoc Director will supervise the FAA staff to ensure students are given comprehensive financial aid counseling and a positive customer service experience. Other duties may include but are not limited to; Managing and coordinating all campus financial aid staff and functions. Overseeing long-range planning to forecast financial aid expenditures, create financial projections around potential aid initiatives and/or changes in regulations. This person will also work with the Director to monitor and analyze financial aid activity while providing training and guidance to financial aid staff. Manage the process of federal and state student aid via software functions; Oversee counseling of students on available financial aid options, rules, and responsible borrowing. Review and maintain internal controls and policies and procedures to ensure compliance and timely delivery of funding; prepare statistical financial aid data for internal analysis, annual reporting, and reporting to outside organizations and regulatory bodies including the A-133 audit, FISAP, etc. Manages withdrawal processing and Return to Title IV funds; Oversees awarding and delivery of funds to all students. Create financial aid policies, application forms, brochures, award letters, and accompanying materials, ensuring that all materials are compliant with current and changing federal legislative and regulatory guidelines. Create financial aid policies, application forms, brochures, award letters, and accompanying materials, ensuring that all materials are compliant with current and changing federal legislative and regulatory guidelines. Provide expertise and input on financial aid trends and initiatives to senior management, Pratt staff, current and prospective students, and other constituent communities. Represent the Office in various meetings and presentations, other duties and projects as required.

**QUALIFICATIONS:** Master's Degree in Higher Education, Business, Social Science, or related field required. Minimum of 5 - 7 years progressively responsible experience and three years supervisory experience; strong leadership skills with the ability to work independently; excellent customer service skills and an in-depth working knowledge of BANNER a definite plus; working knowledge of Federal and Georgia state financial aid programs and regulations; knowledge of CPS and COD procedures; experience with Pell and Direct Loan processing; .the ability to multi-task and complete various assignments within the prescribed deadlines; excellent analytical, written, and oral communication skills a must.

**POSITION TITLE: Financial Aid Advisor (#60-12))**  
**DEPARTMENT: Financial Aid**

**JOB DUTIES:** The primary purpose of this position is to provide comprehensive financial aid counseling and related assistance to all eligible students, both undergraduate and graduate. Provide in-depth financial aid counseling to students and parents; Assist with monitoring State Programs; Perform verification for selected (Federal and CAU) applicants; Perform review of financial aid files to determine need and eligibility for financial assistance; Determine the type(s) and amount(s) of federal, state, University, and any other applicable sources of financial aid to be awarded; Review Special Circumstances requests and render decisions based on established criteria with final approval by Director; Review files for possible adjustments (over-awards or over-budgets); Review files to ensure all aid is posted to account; Send appropriate follow up notices to student to close file; Respond to student and parent telephone calls, e-mail messages, etc. and to external agencies, faculty and staff; Assist Loan Manager with returning student loan funds to appropriate agency; Complete Fee Waiver forms for students; Transmit prior year adjustments to the Student Accounts Office; Provide weekly report of activities to supervisor; Assist in the Client Services Area as needed; Participate in Outreach Activities for students and parents; Attend Workshops/Conferences; Review relevant professional publications, and take action as appropriate to remain informed of legislative and other changes affecting financial aid programs/administration.

**QUALIFICATIONS:** A minimum of two years of professional level financial aid experience, and working knowledge of BANNER a plus, excellent analytical, oral and written communication skills. A working knowledge of Federal and State financial aid programs and regulations; The ability to handle multiple tasks and complete

various projects within designated deadlines. The ability to quickly understand policies and follow procedures and work well in a fast-paced environment.

**POSITION TITLE:** Director of Retention and Assessment (#055-12)  
**DEPARTMENT:** Graduate Studies

**JOB DUTIES:** Primary responsibilities will include: directing and supervising all aspects of the retention service team, perform program management and assessment of student retention for assigned degree programs; representing Retention Services on the Senior Management Team; collaborating with Partnership Directors on staffing of programs; helping build the value of the graduate Technology and Academic Support Program for faculty, employees, administration and students; driving performance in Retention Services to meet retention benchmarks and optimize efficiency while operating within our culture and service themes. Responsibilities will also include assessment, reporting, tracking, training, coaching, performance management, and reward and recognition.

**QUALIFICATIONS:** Masters Degree in Business or related field, five years of appropriate experience and knowledge of organizational development and computer technology is required. The successful candidate should also possess a working knowledge of assessment, retention procedures; prior experience using integrated software (BANNER is preferred) is a plus and will be given priority; excellent written and verbal communication skills; excellent assessment and analysis skills; experience in the use of computer technology, and accounting software is also required; candidate should possess an excellent knowledge of Microsoft Office; experience in conducting assessment and training workshops on project and program management; preparation of assessment reports with respect to meeting program guidelines; ability to trend reports and provide process improvement; working knowledge of Federal program regulations and policies; people and organizational management experience; strong organizational, multitasking, analytical, and problem solving skills; collaborative communication style with the proven ability to lead by example and influence; ability to initiate and adapt to change in a growth environment; demonstrated ability to understand strategy and implement operational initiatives.

## S U P P O R T P O S I T I O N S

**POSITION TITLE:** Receiving and Disposal Clerk (#064-12)  
**DEPARTMENT:** DOD

**JOB DUTIES:** The CAU Central Disposal Clerk is responsible for ensuring the proper Disposal process of CAU capital and non-capital Title III and other assets including Computers, other capital equipment, & furniture. Inspect and research Title III and other assets on campus that are in need of disposal. Research assets with restricted provisions that require the assistance from the Title III Office as well as the Grants and Contracts, and Sponsored Programs offices. Physically remove disposed Title III and other assets to CAU's location for outside pickup. Coordinate asset removal pickup times on and off campus to CAU's location. Properly keep records of all assets being removed from campus. Educate campus community about Title III and other asset disposal policies and procedures. Other inventory, receiving, and disposal duties as assigned related to CAU. Sort designated assets and file disposal forms. Remove associated labeling and coordinate pickup of Title III and other assets. Escalate any issues or problems to management. Practice and maintain good housekeeping while adhering to all safety and security standards. Other duties as assigned by management team.

**QUALIFICATIONS:** High School Diploma or equivalent. Experience with warehouse management systems such as Oracle Banner or SAP preferred. Previous receiving or inventory experience preferred. Ability to lift up to 50 pounds unassisted and stand for long periods. One year of experience and knowledge of disposal processes. Must be detail oriented and organized, able to multi-task in fast-paced environment. PC skills, including MS Word, EXCEL, ACCESS and Hasler Package System and Banner Receiving Module Experienced with Pallet Jacks/or Hand Trucks. Basic math skills and the ability to lift 50 pounds plus regularly.

Excellent Customer Service skills, listening, and communicating cordially excellent attendance. Ability to follow directions & work independently with the ability to plan and coordinate in a timely manner.

**POSITION TITLE: Executive Assistant to the Dean (#056-12)**  
**DEPARTMENT: Graduate Studies**

**JOB DUTIES:** The Executive Assistant to the Dean will serve as the chief aid to the Dean and is responsible for the efficient operation of the Dean's office, including management of scheduling, staffing, and operating procedures, answering the telephone, maintaining the dean's calendar. Additional duties include coordinating the Dean's meetings, activities, and managing projects. Will also provide direct administrative support to the Dean by preparing correspondence and maintaining files, coordinating meetings with external stakeholders, coordinating travel arrangements, filing expense reports, scheduling meetings of the Graduate Council, School Deans, Graduate Chairs, and Graduate Coordinators, maintaining Graduate Council minutes, coordinating the intake and distribution of documents that require the Dean's signature. Serve as budget analyst for accounts under the Office of the Dean of Graduate Studies, and other special accounts as assigned by the Dean. Train and supervise graduate assistants, work-study students and other employees, and support and work cooperatively with support staff members in all areas of the Office of Graduate Studies. Performs other related duties as required.

**QUALIFICATIONS:** Bachelor's Degree with a minimum of five years administrative experience (preferably in an academic setting) or equivalent combination of education and experience; knowledge of office policies and procedures within a higher education environment; expert knowledge of Microsoft Office; excellent interpersonal and writing skills; ability to organize, coordinate and implement projects; ability to assume initiative and leadership when required.

**POSITION TITLE: Senior Mail Clerk (#062 -12)**  
**DEPARTMENT: Mailroom**

**JOB DUTIES:** This position is responsible for mail pick-up and deliveries, sorting, distributing, and forwarding all incoming and outgoing mail and packages. Duties include selling stamps, insured mail, certified mail, registered mail, express mail, and providing most other U.S. Postal Services. Monthly reconciliation of postage supplies, cash, and PAW Card Sales. Provide monthly reports to General Accounting. Set-up UPS Campus Ship accounts. Schedule service calls for equipment repair/maintenance as needed. Prepare requisitions for departmental purchases. Other duties may include but not limited to; Assist with the processing of outgoing mail to U.S. Post Office, student mail to residence halls mailboxes, inter AUC schools, and express carriers. Mailbox assignment for students, faculty, staff, and departments. Prepare mail for Return to Sender. Operate postage meter machine, Smart Track system, Smart Sort system and other standard office equipment. Receive and distribute accountable mail and parcels using the Smart Track system for accuracy and accountability. Notify the recipient of receipt of accountable mail/packages via the Smart Track System. Pick-up and deliver U.S. mail and packages from expedited couriers. Provide customer service as needed. Assist with other duties as assigned. Provide customer service for retail and over the phone assistance and all related issues with incoming and outgoing mail. Monitor inventory supplies and equipment. Train and supervise work-study students. All mailroom staff will report directly to the Senior Mail Clerk for day-to-day mailroom operations.

**QUALIFICATIONS:** High school education or equivalent must have valid Georgia driver's license with a good driving record. Applicant must have the ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments, ability to operate a University van. He or she must have basic computer operations, and the ability to communicate effectively, both orally and in writing. He or she must be able to foster a cooperative work environment and develop, plan, and implement short and long-range goals. Knowledge of US Postal Service Operations. Ability to gather data, compile information, and prepares reports. Operate a cash register. Knowledge of safety standards in material handling preferred.

**POSITION TITLE: Police Officer (#027-12) (#032-12)**  
**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 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, and 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:** Computer Laboratory Technician (#066-12)

**DEPARTMENT:** Biological Science

**JOB DUTIES:** The Computer Laboratory Technician (CLT); will work closely with the Program senior staff (Program Director, Co-Program Director and Program Manager) in maintaining and monitoring the RISE computer laboratory. He/she will develop and maintain a reliable computer database system to track all RISE students (current and previous) status (continuing education information, employment information, current

address, e-mail, telephone no., etc.). The Computer Laboratory Technician will maintain the RISE web site and will work with OITC in uploading computer programs for academic and research support. The CLT will provide training sessions for new computer programs (i.e., statistical packages for research analysis) and the preparation of electronic portfolios that will be maintained on the RISE web site. This Technician will keep records of computer usage, and will monitor all computers, printers, and related equipment in the laboratory. The CLT will be available to trouble-shoot any problems students may encounter when using the laboratory computers and will help guide students in uploading information for their electronic portfolios. Other duties include but not limited to; Meeting monthly with Program Director and Program Manager, and Co Program Director to provide update on web site. Maintain and monitor RISE Computer Laboratory, which include computer usage, printers, and equipment in the laboratory and the uploading of all computer programs for academic and research support. Guide students in uploading information for their electronic portfolios. Develop and maintain a reliable computer database system to track all RISE students (current and previous) status (continuing education information, employment information, current address, e-mail, telephone no., etc.) Supervise the maintenance of the MBRs RISE web site. Assist Program Manager in content development on web site and manage content for RISE web site.

**QUALIFICATIONS:** B.S. Degree (M.S. preferred) in science, engineering or computer science, Three years experience required. Knowledge of developing a database system to track all RISE students. Ability to manage the maintenance of the MBRs RISE web site. Ability to maintain and monitor RISE Computer Laboratory, which include computers, printers and equipment in the laboratory and the uploading of all computer programs for academic and research support Ability to prepare correspondence and reports. Ability to work with graduate and undergraduate students in Biology, Chemistry, and Psychology. Excellent oral and written communication skills.

**POSITION TITLE:** Program Manager (#065-12)  
**DEPARTMENT:** Louis Stokes Alliances

**JOB DUTIES:** Develops and maintains database to track students and student progress. Develops and administers student surveys. Manages undergraduate research assistants and work-study students. Works with Program Director to increase recruitment of STEM students and to build pipelines for STEM students from high school to graduate school or career. Develops evaluation plans and procedures. Conducts evaluations. Develops budget spreadsheets. Maintains detailed budget accounting. Disseminates project innovations to and from partner institutions and the education community. Markets LSAMP program. Responsible for bi-annual research symposia. Writes quarterly, QRC, and annual reports. Collects and organizes quarterly, QRC, and annual reports from partner institutions. Proposal development. Reports to LSAMP Program Director. Other duties may include but not limited to; Add to, revise, and update existing database retention, progression, graduation, and placement data for all LSAMP scholars since 2005 .Work with the Office of Planning, Assessment, and Research to develop and implement longitudinal studies of LSAMP scholar performance, retention, graduation, placement, and other relevant statistics. Develop budget spreadsheets. Oversee monthly budget verification against institutional budget accounting. Recommend revisions to the LSAMP Scholar Handbook. Disseminate the handbook and supplemental software to new and continuing scholars. Oversee the placement of LSAMP scholars in K-12 outreach activities. Coordinate meetings of LSAMP scholars, LSAMP partner personnel, and the CAU management team. Develop and administer semester surveys to assess student satisfaction with the LSAMP, changing career goals, self-perception about progress towards the B.S. degree, research plans, plans for a summer internship, plans for graduate study, etc. Manage the undergraduate research assistants. Revise the LSAMP scholar application. Organize scholar applications and all documents needed to track scholar activities, accomplishments, and progress. Oversee completeness and filing of monthly timesheets and progress reports. Oversee student travel. Generate announcements of importance to research assistants. Organize and oversee bi-annual scholar research symposia.

**QUALIFICATIONS:** B.S. in science, engineering, or statistics, minor in computer science or equivalent; M.S. in science, engineering, or mathematics, five years program management/coordination experience. Experience in developing standard procedures and development practices for new systems. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of complex tasks. A certain degree

of creativity and latitude is expected. Experience in developing surveys, making assessments, conducting detailed evaluations; expert in all MS Office applications; excellent mentoring and management skills; experience in report and proposal writing. Experience in conducting detailed research. Experience in a college environment, working with students, staff, and administration. Proven written and verbal communication skills. Excellent organization and time management skills. Ability to work both independently and in a team environment.

**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: 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

**JOB DUTIES:** Engage in publishable research in condensed mater physics; first-principles and semi-empirical simulations of grapheme 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 fore front 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).

*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**