

**CLARK ATLANTA UNIVERSITY**  
**February 8, 2010**

**J O B O P P O R T U N I T I E S**

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

*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:** Deputy Director-Police Major (#097-10)  
**DEPARTMENT:** Public Safety

**JOB DUTIES:** Thorough knowledge of modern police methods, practices and techniques. Thorough knowledge of the applicable federal and state laws and college regulations. Considerable knowledge of the methods and practices of police administration. Considerable knowledge of the functions and objective of other state, local and federal law enforcement agencies. Ability to analyze complex police problems. Ability to plan, organize and direct the work of subordinates and to advise, instruct and train personnel. Ability to write and speak effectively. Ability to exercise command under the most difficult of conditions, based upon recognition of the subordinates of the technical competence, character and emotional suitability of the superior. Ability to deal with the public firmly and courteously under stress conditions and to establish effective working relationships with the public, news media and others contacted in the course of work. Skill in the use and care of firearms and firm administration of firearm safety policies. Skill in first aid training.

**QUALIFICATIONS:** Completion of three years toward a college degree; and considerable progressively responsible police administrative experiences; or any equivalent combination of training and experience.

**POSITION TITLE:** Manager of Grants & Contracts Accounting (#095-10)  
**DEPARTMENT:** Finance & Business Services, Grants & Contract Accounting

**JOB DUTIES:** Responsible for the day-to-day operations of the Grants and Contracts Accounting Office. Manage the Grants and Contracts expenditure approval process to ensure compliance with the requirements of the various granting agencies and University policies. Provide excellent customer service to all organizations within the University as well as parties outside the University with whom there is contact. Supervise and train office personnel. Assign appropriate accounting data for new awards received for input into the grants module to facilitate financial reporting. Prepare and/or review invoices or reimbursement documents in accordance with financial reporting requirements specified in grants and contracts award documents. Prepare necessary draw downs on letters of credit to

facilitate cash management. Prepare monthly billing status report to assist in monitoring cash flow and managing receivables. Assist principal investigators/project directors in understanding, reviewing and correcting of data in the general ledger. Review and approve expenditure documents related to grants and contracts to ensure compliance with Sponsor and University regulations, guidelines, policies and procedures. Prepare cost transfers when needed. Prepare closeout documents required for grants and contracts. Prepare schedules required for University and A-133 audits. Assist in gathering information necessary for Facilities and Administrative rate negotiations.

**QUALIFICATIONS:** Bachelor's degree with a major in Accounting or Finance. CPA preferred. Minimum 8-10 years of progressive experience in Grants and Contracts Administration. Knowledge of integrated accounting systems (Banner preferred). Use of technology as tool for change and enhancement of processes.

**POSITION TITLE:** Coordinator of Programming/New Student Orientation (#090-09)  
**DEPARTMENT:** Enrollment Services & Student Affairs

**JOB DUTIES:** Responsible for development, implementation and coordination of assigned student activity functions and coordination of New Student Orientation. This position serves as direct advisor to the Council of Chartered Organizations and advises specific organizations under this umbrella. The Coordinator of Programming/New Student Orientation has budget development and management responsibilities for two operations: Student Publications and New Student Orientation in consultation and collaboration with the Dean for Student Affairs. This position assumes a variety of student related responsibilities and duties and works in collaboration with the Dean for Student Affairs in fulfilling student activities programs.

**QUALIFICATIONS:** Minimum of a Bachelor's degree in a related field and 3+ years experience in an area directly dealing with students and planning, organizing and supervising student activities. Must have excellent interpersonal, organizational, written and verbal communications skills; the ability to multi-task in an environment with rapidly changing priorities; must be a creative thinker with demonstrable skills in building and working with teams; and proficiency in the use of Microsoft Office and other computer applications.

**POSITION TITLE:** Coordinator of Institutional Research and Planning (#005-08)  
**DEPARTMENT:** Office of Planning, Assessment and Research

**JOB DUTIES:** Responsible for the maintenance, retrieval, and implementation of the institutional database to support campus-wide institutional effectiveness activities such as planning, assessment, academic program reviews, accreditation activities, surveys and proposals. Maintains the quality of the institutional data collection, research-related database problems and analysis. Prepares a variety of routine and special reports as required. Responds to internal and external inquiries, surveys and questionnaires. Conducts a variety of research studies using institutional data and data from benchmark institutions. Works closely with the Director and Assistant Directors of Planning and Assessment on projects related to institutional research and effectiveness. Assists the Director with carrying out the responsibilities of the office. Supervises Graduate Research Assistants.

**QUALIFICATIONS:** Master's degree required, doctorate preferred plus 5-10 years' experience of demonstrated ability to handle multiple complex tasks of an institutional research office and to work collaboratively with various departments in the University. Must demonstrate ability to provide analysis of complex data systems, including the management of confidential data. Express familiarity with universal data collection definitions, instructions, classification, and methodology with a strong technical expertise in data warehousing, data mining and client-server applications. Excellent supervisory, organizational, communication, presentation and training skills.

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

**POSITION TITLE:** Program Coordinator (Temporary) (#090-10)  
**DEPARTMENT:** Louis Stokes Alliances for Minority Participation

**JOB DUTIES:** Compile and organize all baseline (pre-LSAMP) data that is used to compare LSAMP and post-LSAMP minority retention, progression, and graduation rates in STEM fields. Develop and maintain statistics tables from participating institutions showing disaggregated numbers and percentages for STEM (undergraduate and graduate) enrollment of minorities, for STEM participants that are making satisfactory progress towards obtaining a baccalaureate degree in STEM, for STEM degrees (undergraduate and graduate) awarded to students and for STEM participants that enter STEM graduate programs. Develop and maintain statistics tables for participating institutions showing individual student persistence (rates of retention and progression for individual students) to baccalaureate attainment and entry of individual students into programs of graduate study. Conduct scheduled review of student and program tracking and assessment, evaluation, and dissemination activities at alliance schools. Work with the Office of Student Enrollment and CAU STEM initiatives to develop a plan to increase the number and quality of STEM students applying for admission to CAU.

**QUALIFICATIONS:** M.S. in science, engineering, or mathematics, minor in computer science or equivalent; five years program management. 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 Pro 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.

## T E C H N I C A L & R E S E A R C H P O S I T I O N S

**POSITION TITLE:** Postdoctoral Associate (#076-10)  
**DEPARTMENT:** CREST Center/Research and Sponsored Programs

**JOB DUTIES:** Qualified candidate must perform research experiments and implement research progress in the synthesis, fabrication, preparation and characterization of nanostructures developing sensors and for biodiagnostics. Responsible for ordering supplies, maintaining inventories and laboratory records; expected to develop ideas for the research progress; review literature in the research area and organize the experimental data for publications, reports and presentations, as well as, for proposal development; interaction with and providing necessary support to students in the laboratory is also required.

**QUALIFICATIONS:** Ph.D. degree in chemistry/materials science/physics with strong background and extensive experience in functional nanomaterials preparation and characterization is required. A minimum of three years' experience which will permit the individual to work in the general area of nanostructure based sensors is required. Additionally, a solid background coupled with extensive technical skills in the preparation, processing and characterization of nanostructures (both organic and organic/inorganic hybrid systems) is required. Extensive skills in the interpretation of experimental data and in summarizing of experimental results for publications will be preferred. Hands-on experience in state-of-art facilities routinely used in chemistry, including: ATEM, AFM, SEM, TEM, GPC, FT-IR, NMR, GC\_MS, HPLC and DSC. Ability to develop project progress based on oral and written instruction of scientific nature as well as keep good laboratory records. **(Must provide three references to the attention of: Dr. Michael Williams, CREST CFNM)**

**POSITION TITLE:** Postdoctoral Associate (#075-10)  
**DEPARTMENT:** Department 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 fore front issues in computational condensed matter physics. Required knowledge in the following operating systems and software: Operating Systems: UNIX, LINUX, Windows; Languages: F90, C++ and C; Software: VASP, SIESTA, HyperChem, Chem3D, Materials Studio (DMol), NAMD, TeX, LaTeX and Word Processing (Microsoft office).

**POSITION TITLE:** Senior Research Associate (#071-10)  
**DEPARTMENT:** Center for Cancer Research and Therapeutic Development

**JOB DUTIES:** CCRTD seeks a Senior Research Associate to manage the cancer tissue repository and next generation genome sequencing facility. A Ph.D. in biological sciences is required with experience in managing and maintaining tissue banks, sequencing and genomics. Hands on experience with current techniques in sequence annotations and bioinformatics will be a plus. Salary will be commensurate with experience. Please submit resume and the names, addresses and telephone numbers of three references to: Dr. Shafiq Khan, Department of Biological Sciences, Clark Atlanta University, 223 James P. Brawley Drive, SW, Atlanta, Georgia 30314.

**QUALIFICATIONS:** Experience with managing tissue banks. Familiarity with IRB procedures and requirements. Knowledge of sequencing platforms and data management. Ability to keep records. Ability to perform duties independently. Knowledge of basic molecular biology techniques, histology and microscopy. Basic bioinformatics skills including sequence analysis, annotation and data management. Ability to follow departmental policies, procedures and regulations. Ability to operate laboratory equipment and instruments.

**POSITION TITLE:** Postdoctoral Associate (#054-10)  
**DEPARTMENT:** CREST Center/Chemistry Department

**JOB DUTIES:** Qualified candidate must perform research experiments and implement research progress in the synthesis and characterization of functionalized carbon nanotubes. Responsible for ordering supplies, maintaining inventories and laboratory records; expected to develop ideas for the research progress; review literature in the research area and organize the experimental data for publications, reports and presentations, as well as, for proposal development; interaction with and providing necessary support to students in the laboratory is also required.

**QUALIFICATIONS:** Ph.D. degree in chemistry with strong background and extensive experience in organic synthetic methodology, reaction mechanism, polymeric synthesis, and spectroscopic characterizations as well as excellent publications. Must have excellent publication records in top organic and polymer-related peer-reviewed journals for a full-time position at Clark Atlanta University. A minimum of three years' previous laboratory experience is necessary. Must demonstrate strong and extensive technical skills in synthesis and characterization, including a variety of techniques commonly used in organic research and polymer research. Extensive skills in the interpretation of experimental data and in the summary of experimental results. Hands-on experience in state-of-art facilities routinely used in chemistry, including: GPC, FT-IR, NMR, GC\_MS, HPLC, DSC and column chromatography. Ability to develop project progress based on oral and written instruction of scientific nature as well as keep good laboratory records. **(Must provide three professional references with resume.)**

**POSITION TITLE:** Research Scientist (#011-10)  
**DEPARTMENT:** Chemistry

**JOB DUTIES:** Investigate the interaction of polymers with carbon nanotubes and graphane. Carry out Rheology, mixing and extrusion experiments with polymers and nanoparticles. Carry polymer and composites processing and characterization. Develop and modify polymer processing equipment. Engage in publishable research in scientific journals. Write technical reports. Assist graduate students in the related research.

**QUALIFICATIONS:** Ph.D. in Chemistry, Physics or related field. Candidate should have a broad background in chemistry and polymer chemistry and some computer science. Required knowledge: Chemistry, Polymer Chemistry, Polymer Characterization and Modeling.

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