

CLARK ATLANTA UNIVERSITY
March 16, 2010

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

APPLY ELECTRONICALLY	jobs@cau.edu (attach Word-formatted resume)
APPLY BY MAIL	Human Resources Office Clark Atlanta University 223 James P Brawley Drive, S.W. Atlanta, GA 30314
APPLY IN PERSON (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 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: Program Manager II – Instructional Media and Support
(#111-10)

DEPARTMENT: Center of Excellence for Faculty Development

JOB DUTIES: Assist faculty members with the redesign of courses to infuse instructional media into the curricula. Provide training on Web 2.0 technology that will facilitate teaching effectiveness in the classroom. Serve as the liaison between the Center of Excellence for Faculty Development (CEFD) and the Office of Information Technology and Communications (OITC) to ensure that technology labs in the CEFD have updated computers, software, and media equipment to provide effective instructional support for faculty members. Collaborate on classroom and lab technology acquisitions with the OITC. Provide classroom consultation and support to faculty. Assist with identifying classes for instructional technology infusion. Perform other duties as assigned by the Director.

QUALIFICATIONS: Graduate degree in a technology-related area; three to five years of instructional design experience in integrating Web 2.0 technology in the curricula; proficiency in using Blackboard products – primarily WebCT, various multimedia applications and equipment, and Microsoft Office Suite; the ability to work with work independently on projects and recommend solutions; and strong organizational, interpersonal communication, and problem-solving skills.

POSITION TITLE: Program Manager II – Faculty Training and Instructional Support
(#105-10)

DEPARTMENT: Center of Excellence for Faculty Development

JOB DUTIES: The Program manager II will perform the following duties: conduct faculty development training workshops; assist faculty members with the redesign of classroom pedagogy to integrate the Blackboard WebCT course management system, Student Response System, and other instructional technology teaching aides. Provide classroom consultation and support. Assist with the development and analyses of needs assessments to determine professional development and training

requirements for faculty. Identify classes for instructional technology infusion; and perform other duties as assigned by the Director.

QUALIFICATIONS: Graduate degree in a technology-related area; three to five years of faculty training experience in higher education; proficiency in using Blackboard products – primarily WebCT, Student Response System, and Microsoft Office Suite; the ability to work with work independently on projects and recommend solutions; and strong organizational, interpersonal communication, and problem-solving skills.

POSITION TITLE: **Manager, Instructional Technology (#109-10)**
DEPARTMENT: **Office of Information Technology and Communications**

JOB DUTIES: Lead instructional classroom and student computing laboratory technology support efforts at Clark Atlanta University. Responsible for the identification, standardization, and setting of policy for classroom and student computing laboratory technology. Assesses hardware and software support needs; manages equipment and supplies inventory, and prepares purchase recommendation consistent with needs and goals. Evaluate the customer satisfaction; ensures problems are appropriately resolved and documented; identifies technology needs and issues to be addressed. Provide technical leadership and guidance to Instructional technology and Client Support employees, ensuring compliance with policies and regulations, and that all issues are addressed and resolved. Hire, train, and supervise full-time and student technician employees, and assigning and prioritizing their workloads. Works with departments, offices, and faculty to ensure that appropriate instructional technologies are available to meet the current needs; assesses additional needs for computer hardware and software; assists faculty in the selection, acquisition, evaluation, and application of instructional materials. Works with other OITC units, Facility management and academic departments to coordinate support services and special projects, and assist with long-range planning. Serve as a member of planning committees and technology point person for new and renovated classrooms/buildings.

QUALIFICATIONS: Bachelor's Degree in Information Technology or related field. Ten to fifteen years related job experience. Minimum five years supervisory experience. Advanced knowledge of principals, methods, and techniques of computing systems. Knowledge of the campus technology configuration including network topology, server management, audio/video production and social/collaboration computing tools. Advanced knowledge of computer lab hardware and software environments and policies. Advanced knowledge of software installation and troubleshooting. Knowledge of software sequencing including programming additions and modifications. Working knowledge of virtualized software environments (Citrix, Zen Desktop, VMWare View, etc.) maintain and use classroom technology to fully support classroom instruction (including projectors, control panels, video recording, streaming media etc). strong interpersonal and customer skills working in higher education. Quickly troubleshoot and affect repair or replacement of presentation systems, multimedia equipment, interactive instructional technologies, computers and peripherals. Strong project management, staff management, communications and organizational skills. Experience in Windows, UNIX required; Windows XP Professional, Windows 7 required, Oracle, SQL Server, MS Access preferred, WebCT, MS Office 2007 Professional MS Project, Visio, Google Apps, Student Response System (preferably Turning Point), Camtasia (or similar software), Multimedia Integration Software, Web Streaming, Promethean, Symposium eBeam preferred.

SUPPORT POSITIONS

POSITION TITLE: Staff Assistant II (#112-10)
DEPARTMENT: Center of Excellence for Faculty Development

JOB DUTIES: Provide clerical support to staff members. Serve as receptionist for the main office. Greet guest and answer the telephone in the main office. Complete travel documents for staff members. Type documents, create spreadsheets, and prepare PowerPoint presentations as needed. Provide classroom assistance to faculty members as needed. Perform other duties as assigned by the Director.

QUALIFICATIONS: Bachelor's degree; three to five years of administrative experience in higher education; proficiency in using Microsoft Office Suite; the ability to work with students, staff, and faculty members; and strong organizational, interpersonal communication, and problem-solving skills.

TECHNICAL & RESEARCH POSITIONS

POSITION TITLE: Multimedia Technician Specialist (#108-10)
DEPARTMENT: Office of Information Technology and Communications

JOB DUTIES: 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 data from existing system to new system as required. Test and install new products. Research install and test software updates and patches to support 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. Strong PC & Network troubleshooting skills and ability to resolve basic to advanced hardware, software, and connectivity problems in a timely manner. Ability to deal effectively with all levels of staff on issues of varying complexity; exercises good judgment and flexibility in responses. Ability to develop, as well as follow policies, processes, and procedures quickly. Ability to apply new technical information (including processes procedures).

QUALIFICATIONS: Minimum BS Degree in Computer Science, Information Technology. Master's preferred. Seven to ten years of industry standard Computer Science, Information Technology. Working knowledge of Windows Operating System and MAC OS 10. Perform administrative user account creation and repair corrupt user profiles. Expert-level knowledge of Ethernet, TCP/IP, and other common networking technologies. Expert-level knowledge of multi-media projectors and installation. Experience with classroom technology set up and support including sound and video equipment. Knowledge of social computing software and student response to technology helpful. Experience in Windows, UNIX required; Windows XP Professional, Windows 7 required, Oracle, SQL Server, MS Access preferred, WebCT, MS Office 2007 Professional MS Project, Visio, Google Apps, Student Response System (preferably Turning Point), Camtasia (or similar software), Multimedia Integration Software, Web Streaming, Promethean, Symposium eBeam preferred.

POSITION TITLE: Senior Software Developer (#079-10)
DEPARTMENT: Office of Information Technology and Communications

JOB DUTIES: Provide program development required to facilitate and expand the use of the University's Banner ERP running in an Oracle Database environment. Create reports and program interfaces with other applications. Create web applications connected to an Oracle Database and to facilitate the automation of common tasks to the web. Provide programming as necessary to integrate the database Banner System with other applications and vice versa. Assist the Database Administrator in administering the security subsystem. 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 manager. Administer Job Scheduling system (UCF Application Manager)

QUALIFICATIONS: Bachelor's Degree in Computer Science or Computer and 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.

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 nonstructure 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: Post Doctoral Research Associate (#029-10)
DEPARTMENT: Center for Cancer Research and Therapeutic Development

JOB DUTIES: Post doctoral fellow will be responsible for performing research on ongoing laboratory projects and writing reports and manuscripts. 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.

QUALIFICATIONS: Ph.D. in Biology. At least one to four years previous experience. Knowledge on cancer biology. Knowledge on cancer biology. Knowledge in protein analysis and microscopy. Knowledge of animal models, cell culture and molecular biology techniques. Knowledge in transcriptional regulation. Ability to follow department policies, procedures and regulations. Ability to work as a team member, as well as independently.

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

JOB DUTIES: Investigate the interaction of polymers with carbon nanotubes and graphene. 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

JOB OPPORTUNITY

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

Title: Post-doctoral Research Fellow (LCA Code: 090)

Duties: Be responsible for performing research projects in the field of organic and polymer chemistry of nano-technology, the projects will focus on the synthesis and characterization of functionalized carbon nanotubes; developing ideas for the research progress, reviewing literature in the research area and organizing the experimental data for publications, reports and presentations, as well as, for proposal development; providing necessary support to undergraduate and graduate students in the laboratory.

Req. Ph.D. or foreign equivalent in Chemistry or related field.

Salary: \$45,000/year

Hours: 40 hours per week

Period: 03/15/2010—03/14/2013

Location: Atlanta, Georgia

Contact: jobs@cau.edu (attach Word-formatted resume)

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.