CLARK ATLANTA UNIVERSITY
May 21, 2010

JOB OPPORTUNITIES

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.

PROFESSIONAL POSITIONS

POSITION TITLE: Senior Accountant (2 Positions) (#129-10)
DEPARTMENT: General Accounting


QUALIFICATIONS: Bachelors degree in Accounting or related field. 3 – 5 years institutional accounting or corporate accounting experience. Knowledge of computerized payroll and accounts payable and accounting systems. Knowledge of BANNER and JD Edwards, preferred. Ability to handle high volume and multiple tasks. Strong computer skills including Access, Excel and Word. Solid organization skills and attention to detail. Strong interpersonal, problem solving and communication skills. Adaptability and flexibility in changing environment.

POSITION TITLE: Assistant Director of Institutional Research and Analysis (#113-10)
DEPARTMENT: Office of Planning, Assessment and Research

JOB DUTIES: The Assistant Director of Institutional Research and Analysis is responsible for the maintenance of the institutional data reporting and research related database 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, Assistant Director of Assessment and Sr. Data Analytical Specialist on projects related to institutional research and effectiveness. Assists the Director with carrying out the responsibilities of the office. Supervises Graduate Research Assistant.

QUALIFICATIONS: Master’s degree required, doctorate preferred, with three to five years management experience. Demonstrated ability to handle multiple complex tasks of an institutional research office and to
work collaboratively with various departments in the University. Demonstrated ability to proved analysis of complex data systems, including the management of confidential data. Familiar with universal data collection definitions, instructions, classification, and methodology. Strong technical expertise in data warehousing, data mining and client-server applications. Knowledge of Banner Education Software. Knowledge of Window based databases, spreadsheet, word processing, and presentations software. Ability to access large scale administrative data systems to extract data for analysis. Knowledge of research techniques, sampling, survey design, data analysis and interpretation. Ability to deliver research findings in a wide range of presentation modes – oral, written and technological. Excellent supervisory, organizational, communication, presentation and training skills. Strong written and oral communication and creative problem-solving skills. Strong written and oral communication and creative problem-solving skills. Ability to interact effectively with individuals at different levels. Participation in peer reviews associated with institutional effectives, institutional research and accreditation. Ability to work independently and complete projects on deadlines.

SUPPORT POSITIONS

POSITION TITLE: Public Safety Officer (#126-10)
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. Must be able to work 12-hour shifts.

TECHNICAL & RESEARCH POSITIONS

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: Research Technician (#128-10)  
DEPARTMENT: for Cancer Research and Therapeutic Development

JOB DUTIES: Perform laboratory experiments under instructions of PI. Independent work ability after training I required. Involved in the daily laboratory operation maintenance. Assist in data entry and data management by recording and summarizing data clearly and concisely. Effectiveness in communication with PI and other persons in the laboratory. Assist in preparation of reports, protocols and ongoing research findings. Compliance with policies of Clark Atlanta University.

QUALIFICATIONS: B.S. or M.S. (preferred) degree in biology or biomedical sciences. Knowledge in molecular biology, cell biology and cancer biology required. Strong writing, organizational, and analytical skills required. Ability to perform assigned tasks independently, with accuracy, and strict attention to detail strong interes in and commitment to public helath reaearch program implementation that aims to improve outcomes for individuals and families. Ability to work in collaboration with other professionals, faculty and staff, and in the community. Adaptable to do work which is varied, and requires an intellectual and professional approach. Ability to exercise discretion and judgment in execution of research protocols, analysis of data and general project support. Ability to follow University and departmental policies, procedures and reulations.

POSITION TITLE: Research Assistant (#127-10)  
DEPARTMENT: Center for Cancer Research and Therapeutic Development

JOB DUTIES: The Center is seeking a talented and highly motivated individual with demonstrated skills in public health research methodology, needs assessment, health communication, and population-based health promotion. This person must have the ability to work both collaboratively and independently, and in an academically supportive environment. The candidate must possess a high level of professionalism and strong team orientation, as this position requires the ability to interact with internal and external contacts.

QUALIFICATIONS: B.S. or M.S. (preferred) in public health, health promotion, behavioral sciences, epidemiology, nutrition, health psychology or a related field with a minimum of2-3 years experience conducting research in the area of cancer, nutrition, obesity, and/or health disparities. Excellent organizational, planning, writing, and project management skills. Demonstrate exceptional commitment to accuracy and attention to detail. Ability to work collaboratively and independently utilizing excellent interpersonal skills. Proven ability to effectively communicate both individually and in group settings on a variety of health issues. Expertise in survey development and/or evaluation. Proficiency in the statistical software package SPSS is required.

Please submit a cover letter, resume and the names, addresses, telephone numbers and email addresses of three references (academic or professional only) to: Center for Cancer Research and Therapeutic Development c/o Cheryl Croft, Clark Atlanta University, 223 James P. Brawley Drive, S.W., Atlanta, Georgia 30314.

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.

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).


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 mater 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, LINUS, Windows; Languages: F90, C++ and C; Software: VASP, SIESTA, HyperChem, Chem3D, Materials Studio (Dmol), NAMD, TeX, LaTeX and Word Processing (Microsoft office).
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 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 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