

# CLARK ATLANTA UNIVERSITY

September 24, 2008

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

APPLY ELECTRONICALLY	E-MAIL: <a href="mailto:jobs@cau.edu">jobs@cau.edu</a> (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 our Web site at [www.cau.edu](http://www.cau.edu)*

## A D M I N I S T R A T I V E / M A N A G E R I A L P O S I T I O N S

**POSITION TITLE:** Accounting Manager (#131-08)

**DEPARTMENT:** Finance & Business Services

**JOB DUTIES:** Under the general supervision of the Assistant Controller, the Accounting manager has primary responsibility for managing the General Accounting function of the University. The selected candidate will be responsible for the day-to-day operation of the General Accounting function; ensure that daily, weekly and monthly financial information is recorded in the general ledger accurately and timely; ensure that financial transactions are recorded and supported in accordance with GAAP, NACUBO standards and University policies; review and approve journal entries to be recorded in the general ledger; maintain written departmental policies and procedures; communicate with other department heads regarding significant accounting issues to ensure timely and effective resolution; close general ledger monthly in accordance with established timelines; continuously monitor and evaluate business practices and modify them as needed to maintain the most efficient operation; supervise and develop General Accounting staff; provide excellent customer service to all parties internal and external to the University with whom there is contact.

**QUALIFICATIONS:** Bachelor's degree with a major in Accounting or Finance (or equivalent experience). CPA preferred. Minimum 5-7 years of progressive General Accounting experience; knowledge of integrated accounting systems (BANNER preferred); dedication to providing excellent customer service to constituents both internal and external to the University; ability to work effectively with all organizational levels; demonstrated ability to assess and resolve issues quickly and resolutely; working knowledge of applicable GAAP and NACUBO standards; advanced knowledge of Microsoft Office Suite including Excel, Word and Access; adaptability and flexibility in ever-changing environment; ability to effectively train, supervise and develop staff; expertise in evaluating and modifying internal control process for enhanced efficiency and effectiveness; demonstrated ability and commitment to production of timely and accurate financial information; excellent verbal and written communication skills.

**POSITION TITLE:** Assistant Director for Planning (#015-08)

**DEPARTMENT:** Office of Planning, Assessment and Research

**JOB DUTIES:** Coordinates and facilitates the development and implementation of strategic and operational planning and budgeting at the institutional, school, unit and departmental levels; monitors internal and external environments to identify trends and developments that influence planning at the University; assists with coordinating and facilitating institutional planning, budgeting, and evaluation activities; supports institutional accreditation activities related to the planning function at the University.

**QUALIFICATIONS:** Master's degree required, doctorate preferred, with 5 years' experience in higher education. Experience in strategic and operational planning; strong analytical abilities; excellent organizational skills; demonstrated ability to organize and coordinate the work of others to accomplish tasks; excellent written and oral communication skills; experience in conducting workshops, seminars and training activities; demonstrated ability to handle a myriad of responsibilities and projects simultaneously; experience with Microsoft Office Suite and other document management software applications.

**POSITION TITLE:** Assistant Director of OPAR for Institutional Research (#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.

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

**POSITION TITLE:** Grants Analyst II (#030-09)

**DEPARTMENT:** Grants & Contracts Accounting

**JOB DUTIES:** Selected candidate will be responsible for monitoring and processing restricted grants and contracts transactions to ensure that all terms, conditions and regulations are met. Additional duties may include preparing invoices and reports as required by funding agencies; ensuring that expenditures submitted on financial reports are supported by the general ledger; preparing draw-down requests and Federal Cash Transaction Reports for Letters of Credit grants; assisting principal investigators/project directors in understanding, reviewing and correcting grant data from the general ledger; advising PIs/PDs of over/under spending tendencies; reviewing and approving expenditure documents to ensure compliance with institutional, governmental and other funding agencies' regulations; preparing cost transfers as needed; monitoring and coordinating grant/contract closeout processes; reconciling and ensuring that documentation is in the file for the cost share requirements; and assisting with preparation and documentation of effort certification.

**QUALIFICATIONS:** Bachelor's degree in Accounting with three years of experience or a Business-related degree with five years' experience in an educational environment. Candidate must have general knowledge of institutional fund accounting and working knowledge of computerized accounting systems as well as Microsoft Office Suite programs; knowledge of government funding agency regulations (OMB Circulars, CFR, etc.); knowledge of BANNER, Grants and Contracts Accounting and experience in an educational environment (preferred); must also have good written and oral communication skills, organizational and analytical skills, and the ability to multitask.

**POSITION TITLE:** Director of Graduate Recruiting (#018-09)

**DEPARTMENT:** Graduate Studies

**JOB DUTIES:** The Director of Graduate Recruiting is responsible for developing and maintaining a comprehensive plan for the recruitment of graduate students that is sensitive to the different needs of Clark Atlanta University's varied graduate degree and certificate programs. The Director engages strategies and recruiting initiatives promoting growth in the number, quality and diversity of the graduate student body. In particular, the Director is responsible for refining and maintaining an umbrella of support supplied to graduate programs, working with others to develop innovative marketing plans and promotional materials, organizing and participating in recruiting events, and working with the stakeholders to develop and effectively deploy sophisticated uses of technology. Among the recruiting activities the Director is expected to engage in are: development of recruitment literature, establishing and maintaining contacts with alumni chapters, participation in the planning of regional recruitment efforts, ensuring representation of the University at traditional college recruitment fairs, and the maintenance of databases identifying potential graduate students. The Director will be expected to devise means to evaluate the impact of existing and new recruiting initiatives and make data-driven recommendations regarding such initiatives to the Dean of Graduate Studies and others.

**QUALIFICATIONS:** The ideal candidate will have a minimum of a Master's degree or equivalent and at least three years' experience in graduate recruitment. Advanced knowledge of technology as it relates to recruitment is expected. Strong written and oral interpersonal communication and strong quantitative/analytical skills are essential as are familiarity with financial aid, marketing academic programs and uses of electronic communication in recruiting activities. Preference will be given to those individuals who have experience working at universities with Carnegie rankings similar to those of Clark Atlanta University. Salary will be commensurate with qualifications and experience. Review of completed applications will begin in September 2008. All applicants must submit a letter of interest, a resume, and a list of 3 professional references with phone numbers to the Office of Graduate Studies at Clark Atlanta University, 223 James P. Brawley Drive, S.W., Atlanta, GA 30314. Applicants invited for an interview will be asked for a portfolio of memos, reports, spreadsheets, and PowerPoint Presentations. A security-sensitive criminal background check will be conducted.

**POSITION TITLE:** Staff Accountant – Accounts Receivable (#091-07)  
**DEPARTMENT:** General Accounting

**JOB DUTIES:** Maintain travel advances; manage various outside billings; allocation of tuition waiver charges; reconciliation of operating bank account; manage recording of returned checks, direct deposits and student refunds; record and analyze unrestricted investment activity; code and review miscellaneous receipts; prepare month end balance sheet reconciliations; assist in research of stale dated accounts payable check; assist in physical inventory disposals and tagging; assist in preparation of monthly income and expense actual to budget analysis; ensure that all University accounting policies are followed; assist with implementation of new Banner systems; assist with coordinating and preparation of PBC schedules and data for external auditors.

**QUALIFICATIONS:** Bachelor's degree in Accounting or related field; 1-3 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 organizational skills and attention to detail; strong interpersonal, problem-solving and communication skills; adaptability and flexibility in changing environment.

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

**POSITION TITLE:** Public Safety Officer (#045-09)  
**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.**

**POSITION TITLE: Advisor (#043-09)**  
**DEPARTMENT: Financial Aid**

**JOB DUTIES:** Provide in-depth financial aid counseling to students and parents; perform verification for selected (Federal and CAU) applicants; perform review of financial aid files to determine need and eligibility for financial assistance; determine 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 decision 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 students to close file; respond to student and parent telephone calls, e-mail messages, 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 Service Area as needed; participate in Outreach Activities for students and parents; attend workshops and conferences; review relevant professional publications and take action as appropriate to remain informed of legislative and other changes affecting financial aid programs/administration.

**QUALIFICATIONS:** Bachelor's degree is required with a minimum of 2 years of professional-level financial aid experience. Must have excellent analytical, oral and written communication skills, along with the ability to quickly understand policies and procedures while working cohesively in a fast-paced environment. Must demonstrate the ability to handle multiple tasks and complete various projects within designated deadlines. Intermediate knowledge of Federal and State financial aid programs; a working knowledge of BANNER is a plus.

**POSITION TITLE: Administrative Assistant (#042-09)**  
**DEPARTMENT: Athletics**

**JOB DUTIES:** The administrative assistant position is designed to organize and coordinate the Director's correspondences, screen telephone calls, prepare filing system, and coordinate the day-to-day operations as requested by the Director of Athletics. Specific duties may include: coordinating all routine, clerical and office matters; coordinating the assignments of work-study students; assist in the preparation of technical and confidential reports pertaining to program operations; preparing correspondences pertaining to the program operation; providing additional public relations for the Depart and/or University; scheduling appointments and facilities utilizations; maintaining all accountability records for all personnel; processing travel, reservation, and purchase requisitions for athletic teams; resolve or refer inquiries to appropriate personnel in the absence of the Director; prepare compensation check requests for game officials; ensure receipt of all travel request/authorization, expense reports, purchase orders, etc., are forwarded through proper procedures and channels in a timely manner.

**QUALIFICATIONS:** High School Graduate or Graduate of Business College with three-to-five years' related experience. One year of management experience desired. A commitment to professional and personal growth; strong written and communication skills; budget preparation experience; experience with Microsoft Office applications is desired (BANNER experience is a plus).

**POSITION TITLE: Police Officer (#041-09)**  
**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 emergency situations that arise when superior officers are not immediately available. Work requires dedication to public service. **Must be able to work 12 hour shifts**

**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: Assistant Choir Director (#040-09)/part-time**  
**DEPARTMENT: Music**

**JOB DUTIES:** Maintain accurate attendance and demographic records for Philharmonic Society Members (i.e., ensuring records are up-to-date, file folders maintained for each member with current contact information); coordinating section and individual rehearsals; keeping music cataloged and filed; submitting choral and special music orders as requested by the Choral Director; managing choral performances (e.g., travel, attire, accommodations, tour manager and public relations); managing choir office, including handling incoming/outgoing messages, emails, student relations and other music-related issues; assisting Music Department as a liaison regarding choral activities and functions; assisting Choral Director with other Philharmonic Society duties and responsibilities as determined by Choral Director.

**QUALIFICATIONS:** Bachelor's degree with music concentration or equivalent years of previous experience serving in a similar capacity.

**POSITION TITLE: Program Manager (#034-09)**  
**DEPARTMENT: Computer Science**

**JOB DUTIES:** Manages program operations and administrative functions to include planning and scheduling, budget, policy implementation, and program evaluation and reporting; coordinates the acquisition of resources; provides information, consultation, and professional assistance to other offices and functions as needed.

**QUALIFICATIONS:** MA/MS or BA/BS degree in Business, Public Administration or related field with 5 plus years of experience; strong computer skills including Access, Excel and Word; Strong communication skills – verbal and written; ability to work autonomously in a office setting.

**POSITION TITLE: Laboratory Coordinator for General Biology – (#024-09)**  
**DEPARTMENT: Biological Sciences**

**JOB DUTIES:** Maintain all teaching laboratories in a functional (teaching readiness) state. This includes but is not limited to the following: supervising all persons who participate in setting-up and dismantling the laboratories for each experiment and exercise (i.e., graduate Teaching Assistants for Biology 111 and 112); preparing all reagents, assembling materials and equipment to be used for each experiment; maintaining adequate supplies of items to be used in experiments and exercises; previewing each exercise or experiment with graduate teaching assistants before the laboratory meets; and designing and/or modifying experiments as needed.

**QUALIFICATIONS:** Graduate degree (M.S.) or 18 graduate hours in Biology; supervisory skills are also required along with good communication skills (both written and verbal).

**POSITION TITLE:** Temporary Financial Aid Assistant (2 positions) – (#014-09 & 015-09)  
**DEPARTMENT:** Financial Aid

**JOB DUTIES:** Counsels financial aid applicants and families on application procedures; collects and assesses information submitted; provides administrative support to Financial Aid by working cooperatively with others and accepting direction from the Associate Director. Must demonstrate ability to assist with answering telephone calls and aiding office visitors; open and distribute mail on a daily basis; examine and verify selected financial aid recipients' information for accuracy on personal, corporate, and partnership tax returns to determine accuracy according to federal regulations. Requests clarification and/or additional information as necessary. Responds to inquiries regarding financial aid application procedures. Counsels applicants and their families on the financial aid process, requirements, and deadlines. Performs daily functions for the Federal Work-Study Coordinator including department and student contact and tracking job assignments. Responds to all general inquiries made via e-mail regarding the application process. Assists with managing office supply inventory and maintaining the department calendar. Provides backup to Associate Director in running, distributing, and mailing daily reports and letters.

**QUALIFICATIONS:** Associate Degree or some college preferred. One year of experience in an academic setting with general computer experience preferred. Must also demonstrate the ability to use and/or learn to use computer software. SCT Banner experience preferred.

**POSITION TITLE:** Account Representative – (#001-09)  
**DEPARTMENT:** Office of Student Accounts

**JOB DUTIES:** The primary purpose of this position is to ensure that refunds are processed in a timely and efficient manner. Specific duties may include: preparing refund request for credit balance accounts and delivering to accounting for the printing of checks in a timely and efficient manner; reviewing accounts of current and past balances of University student accounts; extensive accounting duties in relation to Student Accounts Office; making the necessary contacts by letters, phone calls to inform individuals of their balances and next course of action by the University; serving as liaison for Student Accounts and Financial Aid regarding refunds; making the necessary adjustments to students' accounts when appropriate; assisting in the Fee Payment Process during Fall, Spring and Summer terms; assisting students, parents and customers with questions by telephone or in person; performing other duties as assigned and/or required.

**QUALIFICATIONS:** Bachelor's degree in Business is preferred with 3 years' related work experience or equivalent; knowledge of Title IV Federal regulations is a must; must be able to proficiently utilize personal as well as mainframe computer systems; ability to use and have a thorough understanding of the Banner System (SCT) is preferred; must have excellent written and oral communication skills as well as interpersonal skills.

**POSITION TITLE:** Hall Director – (#141-08)/Repost  
**DEPARTMENT:** Residence Life

**JOB DUTIES:** The Hall Director will coordinate and administer all aspects of a Residence Life program in one residence hall, including coordination of student development programming; select, train, evaluate, and supervise 3-10 student staff; advise hall government and adjudicate judicial cases; be responsible for major departmental adjunct area; participate in summer opportunities, including orientation, camps/conferences, or special projects. Other duties as assigned.

**QUALIFICATIONS:** Bachelor's degree preferred; in lieu of bachelor's degree, 5-plus years of experience working with young people in team or group environments; supervision and residence hall experience preferred; understanding of college student issues; ability to work with diverse populations; basic computer skills; ability to cope with student situations firmly, courteously, and tactfully and with respect for the rights of others; ability to coordinate projects and initiatives.

**POSITION TITLE: Senior Buyer (#124-08)**

**DEPARTMENT: Purchasing**

**JOB DUTIES:** Determine purchase requirements for Title III and assigned institutional accounts by reviewing inventories and purchase requests by researching sources to ensure on-time delivery is met. Will serve as primary point of contact for all Title III and institutional expenditures; responsibilities also include: processing requisitions for Title III and travel-related expenditures through SCT Banner system; maintaining records and cost effectiveness on purchases as outlined in University and governmental purchasing policies; serving as liaison between departmental personnel and vendor; performing day-to-day administrative tasks such as maintaining information files, preparing routine correspondence, preparing analytical reports documenting time and effort, processing paperwork, and other related duties as assigned. Selected candidate will also be responsible for expediting back orders and late shipments; demonstrating continuous effort to improve operations, decrease turn-around times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service; must also ensure purchase orders and PO changes and renewals conforming to contract terms; may negotiate competitive pricing, timely deliveries, and assurance of quality product; capability of finding alternative sources for back-ordered, rejected, or highly priced items; managing returns to vendors; tracking credits; working with the accounting department (and others), along with multiple warehouses and vendors; ensuring invoicing and shipping directions are correct; and consulting catalogs and interviewing suppliers to obtain prices and specifications.

**QUALIFICATIONS:** Bachelor's degree in Business or related field and 5 years of experience as a professional buyer; experience developing and managing vendor relationships to ensure quality performance. Must also demonstrate proficiency using purchasing software (SCT Banner system preferred); thorough knowledge of University purchasing operations, policies, guidelines, procedures and federal government procurement guidelines are required; knowledge of OMVB (Office of Management & Budget) Circulars A-21, EDGAR, 1965 HEA (Higher Education Act) preferred. Strong organizational and communication skills desired; and proficiency in Microsoft Office Suite required.

**POSITION TITLE: Program Manager II (#105-08)**

**DEPARTMENT: Disability & Community Services**

**JOB DUTIES:** Under the umbrella of Disability Services, the selected candidate will be responsible for implementing services and activities that assist students in resolving difficulties and problems related to their matriculation at the University; developing and implementing activities and programs that enhance university life and facilitating that delivery of student support services for ADA students; serving as primary liaison with faculty and staff; and ensuring the University is in compliance with ADA regulations. Under the Community Services umbrella the candidate will perform a variety of complex duties related to the further development, implementation, management, and coordination of community service opportunities for CAU students. Examples of specific duties for combined position include: developing program policies and procedures; developing program services; supervising and training program staff; developing and administering program budget; responding to requests for interpretation of legal mandates on campus-specific issues; compiling reports on program activities and services; arranging auxiliary aides for students; processing complaints and grievances from students; consulting with faculty, administrators, and other campus departments regarding needs of students; maintaining database for Community Service Agencies; developing Community Service Fair; developing training workshops for students and agencies; holding membership in professional organizations; acting as advisor for Women's Initiative Program (WIP) via providing leadership to the women of the institution in cultivating and addressing cultural, educational and self-awareness issues.

**QUALIFICATIONS:** Master's degree in human relations field is required. Must have excellent computer and program development skills; excellent verbal and written skills; knowledge of ADA laws and regulations; possess excellent creative abilities to work well with students and community constituencies. Evening hours required.

## RESEARCH/TECHNICAL POSITIONS

**POSITION TITLE:** Postdoctoral Research Associate – (#136-08/Repost)  
**DEPARTMENT:** Center for Cancer Research and Therapeutic Development (CCRTD)

**JOB DUTIES:** Postdoctoral Research Associate is responsible for performing research projects in cell molecular biology and prostate cancer cells. The researcher will also be responsible for design, execution and interpretation of laboratory experiments. Specific duties may include: experiments in molecular biology and protein biochemistry, e.g., nucleic acid purification, cloning, protein purification, immunoassays, growth of recombinant bacteria, yeast and/or mammalian cells; assisting with the design of experimental protocols and maintenance of laboratory; keeping meticulous records of all experiments performed and write interpretations of obtained information; and assisting in the training of students.

**QUALIFICATIONS:** Ph.D. in Biological Sciences with one to two years of previous laboratory experience. Candidate must also demonstrate ability to make arithmetical calculations as a part of scientific experiments; ability to keep clear records; ability to perform duties independently; knowledge in mammalian cell culture, biochemistry, molecular biology and immunochemical techniques; skills in manipulation of nucleic acids (including RNA isolation, PCR cloning) as well as of mammalian cell culture; ability to safely handle radioactive materials and biohazardous material; ability to understand oral and written instructions of scientific nature; ability to follow department policies, procedures and regulations; ability to operate laboratory equipment and instruments.

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