Position Title: Chinese Language Adjunct Instructor
Employee: 
Department: Modern Foreign Languages
Reports To: Chair, Department of Modern Foreign Languages

The following statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

General Function (Description):

Teach course(s) in Beginning and Intermediate Chinese I and II in the Modern Foreign Languages department, as a part-time faculty member.

Knowledge, Skills and Abilities

Experience in undergraduate teaching. Knowledge of alternative ways of delivering instruction, especially using collaborative learning, active learning, and Web CT. Ability to develop an outcomes-based curricula and work collegially to connect discipline expertise into the whole curriculum is just as desired.

Minimum Hiring Standards

<table>
<thead>
<tr>
<th>Education</th>
<th>Doctorate or Master’s Degree in Chinese from an accredited institution; or Master’s Degree in related area with 18 hours of coursework in Chinese at the graduate level.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Years of Experience Required</td>
<td>One full year teaching experience at the university level.</td>
</tr>
<tr>
<td>Years of Management/Supervisor Experience</td>
<td></td>
</tr>
</tbody>
</table>

TO APPLY, SEND COVER LETTER, RESUME AND ACADEMIC TRANSCRIPTS TO:

Dr. Laurent P. Monye, Chair
Department of Foreign Languages
Clark Atlanta University
223 James P. Brawley Drive, S.W.
Atlanta, GA  30314
Or via email to: L.Monye@cau.edu

POSITION AVAILABLE AUGUST 15, 2005

CLARK ATLANTA UNIVERSITY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
Clark Atlanta University
Job Description

Position Title: Instructor/Assistant Professor of Spanish---(3 positions)

Employee: 

Department: Modern Foreign Languages

Reports To: Chair, Department of Modern Foreign Languages

The following statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

General Function (Description):

To teach undergraduate and graduate courses, engage in scholarship or creative research activities and provide service to the University. Mentoring of undergraduate and graduate students is also expected.

Knowledge, Skills and Abilities

Experience in undergraduate and graduate teaching. Knowledge of alternative ways of delivering instruction, especially using collaborative learning, active learning, and Web CT. Ability to develop an outcomes-based curricula and work collegially to connect discipline expertise into the whole curriculum is just as desired.

Minimum Hiring Standards

<table>
<thead>
<tr>
<th>Education</th>
<th>A Ph.D. in Spanish is required, a master’s degree will be considered.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Years of Experience Required</td>
<td>One full year teaching experience at the university level.</td>
</tr>
<tr>
<td>Years of Management/Supervisor Experience</td>
<td></td>
</tr>
</tbody>
</table>

TO APPLY, SEND COVER LETTER, RESUME AND ACADEMIC TRANSCRIPTS TO:

Dr. Laurent P. Monye, Chair
Department of Foreign Languages
Clark Atlanta University
223 James P. Brawley Drive, S.W.
Atlanta, GA 30314
Or via email to: LMonye@cau.edu

POSITION AVAILABLE AUGUST 15, 2005

CLARK ATLANTA UNIVERSITY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
Clark Atlanta University
Job Description

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Instructor of Fashion Merchandising</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee:</td>
<td></td>
</tr>
<tr>
<td>Department:</td>
<td>Art</td>
</tr>
<tr>
<td>Reports To:</td>
<td>Chairperson of Art Department</td>
</tr>
</tbody>
</table>

The following statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

**General Function (Description):**

The instructor is expected to provide professional and scholarly expertise in the area of fashion merchandising.

**Examples of Duties and Responsibilities:**

Instructor is expected to teach all assigned classes and be accessible to students during office hours. Additional responsibilities will be assigned for advising and participation in department committees.

**Knowledge, Skills and Abilities**

Experience in and knowledge of the fashion industry is desirable. Experience in teaching and scholarly competence at the university level is expected. Instructor will be expected to teach undergraduate courses in retailing, merchandising, marketing, visual merchandising, and buying.

**Minimum Hiring Standards**

<table>
<thead>
<tr>
<th>Education</th>
<th>Doctor of Philosophy preferred, MS in Fashion Merchandising with 18 graduate hours in the teaching field considered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Years of Experience Required</td>
<td>3</td>
</tr>
<tr>
<td>Years of Management/Supervisor Experience</td>
<td>3</td>
</tr>
</tbody>
</table>

**TO APPLY, SEND COVER LETTER, RESUME AND ACADEMIC TRANSCRIPTS TO:**

Dr. Shirley Williams-Kirksey  
Interim Dean, School of Arts & Sciences  
Clark Atlanta University  
223 James P. Brawley Drive, S.W.  
Atlanta, GA 30314  
Or via email to: SKirksey@cau.edu

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