CLARK ATLANTA UNIVERSITY
Job Description

Position Title:  Adjunct Instructor – Fall 2013
Department:  Speech Communication and Theatre Arts
Reports To:  Department Chair

The following statements are intended to describe the general nature and level of work to be performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All duties listed are essential functions for the position. It is understood that other related duties may be assigned.

University Overview
Clark Atlanta University (CAU) is a comprehensive, private, urban coeducation institution with a predominantly African-American heritage. It offers undergraduate, graduate and professional degrees as well as certificate programs to students of diverse racial, ethnic and socioeconomic backgrounds.

Clark Atlanta University is accredited by the Commission on Colleges of Southern Association of Colleges and Schools. To learn more about CAU please go to www.cau.edu.

General Function (Description):
Candidate must have a Master's degree or higher in Communications or related field with a minimum of 18 graduate credit hours and three years college-level teaching experience in speech and communications curricula. The ideal candidate will have experience with teaching speech and concepts in a contemporary environment incorporating digital technology.

Examples of Duties and Responsibilities:
The successful candidate will teach Fundamentals of Speech courses, complete grade books learning assessments, progress reports, administer exams and digitally input final grades by set deadlines. The candidate must work directly not only with the Department Chair but also the Coordinator of Speech. Official transcripts will be required at the time of the interview.

Review of applications will continue until the position is filled. Please send letter of application, curriculum vitae, transcripts and three letters of reference to:

Clark Atlanta University
Department of Human Resource
223 James P. Brawley Drive SW
Atlanta, Georgia 30314

Minimum Hiring Standards:

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<tr>
<th>Education</th>
<th>A Master's degree or higher in communications or related field.</th>
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<tr>
<td>Years of Experience</td>
<td>3 years of teaching experience.</td>
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<td>Years of Management/Supervisor Experience</td>
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Clark Atlanta University is an Equal Opportunity/Affirmative Action Employer