## JOB OPPORTUNITIES

<table>
<thead>
<tr>
<th>APPLY ELECTRONICALLY</th>
<th><a href="mailto:jobs@cau.edu">jobs@cau.edu</a> (attach Word-formatted resume)</th>
</tr>
</thead>
</table>
| APPLY BY MAIL         | Human Resources Office  
Clark Atlanta University  
223 James P Brawley Drive, S.W.  
Atlanta, GA 30314 |
| APPLY IN PERSON       | Human Resources Office  
Harkness Hall, Room 218 |

*For additional information, please visit [www.cau.edu](http://www.cau.edu) and click on the Human Resources link.*

## ADMINISTRATIVE/MANAGERIAL POSITIONS

<table>
<thead>
<tr>
<th>POSITION TITLE:</th>
<th>Associate Controller for Accounting &amp; Reporting (#088-10)</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPARTMENT:</td>
<td>Finance &amp; Business Services</td>
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**JOB DUTIES:** Responsible for the day-to-day operations of the General Accounting and Grants and Contracts Accounting functions. Manage the Grants and Contracts expenditure approval process to ensure compliance with the requirements of the various granting agencies and University policies. Provide excellent customer service to all organizations within the University, as well as parties outside the University with whom there is contact. Maintain the integrity of the automated general ledger system including account control, reconciliation of balance sheet accounts, reconciliation of transactions from the subsidiary ledgers and coordinating the monthly and annual closing of the general ledger. Coordinate the development of various financial reports and analyses including, but not limited to, monthly operational financial statements and supporting schedules. Cash flow projections, cash status reports, and operating forecasts and projections. Coordinate the generation and filing of accurate financial reports to various granting agency in a timely manner. Work closely with other University departments in completing various tasks and analyses related to the request for information from outside parties. Develop, document and train department staff on processing and policies and procedures related to areas of responsibility. Assist in the coordination and preparation of documents for internal and external audits of financial statements and/or other financial information. Develop and revise (as needed) written departmental policies and procedures. Coordinate and/or assist in the implementation or enhancement of various Banner modules. Maintain database and internal controls related to fixed assets. Perform special projects or assignments as required by the Associate Vice President/Controller.

**QUALIFICATIONS:** Bachelor's degree with a major in Accounting or Finance. CPA preferred. Minimum 8-10 years of progressive experience including General Accounting and Financial Reporting. Knowledge of integrated accounting systems (Banner preferred). Use of technology as tool for change and enhancement of Accounting processes and reporting.

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<tr>
<th>POSITION TITLE:</th>
<th>Assistant Director (#73-10 and #072-10)</th>
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<tr>
<td>DEPARTMENT:</td>
<td>Student Financial Aid</td>
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**JOB DUTIES:** The primary purpose of this position is to supervise the FAO Advisors to ensure that comprehensive financial aid counseling and related assistance are given to all eligible students, both undergraduate and graduate; to serve as Ombudsman for the office by helping to create an environment that
provides quality customer service. Specific duties may include: performing verification for selected (Federal and CAU) applicants; performing review of financial aid files to determine need and eligibility for financial assistance; determining the type(s) and amount(s) of federal, state, University, and any other applicable sources of financial aid to be awarded; reviewing Special Circumstances requests and rendering decision based on established criteria; reviewing files for possible adjustments (over-awards or over-budgets); reviewing files to ensure all aid is posted to account; sending appropriate follow-up notices to student to close file; responding to student and parent telephone calls, e-mail messages, etc. and to external agencies, faculty and staff; completing Fee Waiver report of activities to supervisor; assisting in the Client Services Area as needed; participating in Outreach Activities for students and parents; attending workshops/conferences; reviewing relevant professional publications, and taking action as appropriate to remain informed of legislative and other changes affecting financial aid programs/administration.

QUALIFICATIONS: Bachelor’s degree with a minimum of five years of professional-level financial aid experience. A minimum of five years of supervisory experience is also required. Selected candidate must also demonstrate leadership skills and strong customer service skills; a working knowledge of BANNER is a plus; excellent analytical, oral and written communication skills; a working knowledge of Federal and State financial aid programs and regulations; the ability to handle multiple tasks and complete various projects within designated deadlines; the ability to quickly understand policies and follow procedures and work well in a fast-paced environment.

POSITION TITLE: Associate Dean of Campus Life (#088-09)
DEPARTMENT: Enrollment Services & Student Affairs

JOB DUTIES: Responsibilities include providing leadership, managerial and budgetary oversight of several functional areas in the Office of Student Affairs; conducting and/or assisting with the evaluation of functional areas for which position is responsible; conducting and/or participating in presentations related to the direct services provided by all functional areas in Student Affairs; participating in research and strategic planning process related to Student Affairs as required; designing and/or participating in the design of specialized programs for the Office of Student Affairs; assisting with the implementation of special projects and programs; interfacing with all constituents of the CAU community; serving as a member and/or chairperson of University-wide committees as appointed; and assisting the Dean of Campus Life with any assigned projects, special programs and additional responsibilities as required.

QUALIFICATIONS: An advanced degree in an area of social sciences, human relations and/or educational administration and at least four to six years of experience in an educational leadership and administrative position, as well as a solid foundation working with a diverse student population; should possess and manifest the full array of effective leadership competencies inclusive of effective communication skills.

PROFESSIONAL POSITIONS

POSITION TITLE: Business Analyst (#070-10)
DEPARTMENT: Human Resources

JOB DUTIES: The Business Analyst will oversee the business and technical review process for the Human Resources organization. Lead the effort to document policies and procedures. Work with Project Manager throughout project life-cycles. Assist in enforcement of project deadlines and schedules. Ensure technical issues are identified, tracked, reported on and resolved in a timely manner. Document and review requirements, specifications, business process and recommendations related to proposed solution. Create and analyze data flow diagrams to ensure efficiency and effective internal controls. Develop and participate in the risk assessment process for HR in accordance with University policy. Be liaison between the HR, technology teams. Mentor those less experience through informal channels. Serve as the super user of technical expert as it relates to system and functional knowledge. Work with the cross-functional team to ensure effective change management.
QUALIFICATIONS: Five plus years Business/Data Analysis experience required. Bachelor’s degree in Business and/or relevant experience in HR or related field. Motivated self-starter who likes to work in fast-paced Higher Education environment. Proven analytical decision making and problem solving skills. Individual must possess excellent organizational skills and the ability to multi task. Demonstrated knowledge and understanding of SUNGUARD Banner System. Functional experience with Banner HR module. Knowledge of process definition methodology, and how to research and implement best practices. Experience with Microsoft Visio or similar documentation tool.

SUPPORT POSITIONS

POSITION TITLE: Senior Staff Assistant (#081-10)
DEPARTMENT: Research and Sponsored Programs

JOB DUTIES: Implement procedures for internal communications for the department. Track schedules of individuals in the department. Handle general correspondence. Maintain office and assist with administrative matters. Interact with internal and external customers in a professional manner. Answer telephone and track correspondence, forms and paperwork for the department including requisitions, invoices. Generate documents and reports, schedule and coordinate meetings. Assist in tracking the attendees of departmental training initiatives and events. Assist in preparing departmental publications and reports. Daily review and routing of departmental email, process student time sheets, data entry, maintain and organize critical and confidential files (hard copy and electronic copy).

QUALIFICATIONS: Candidate should possess a Bachelor of Science or Bachelor of Arts degree of High School diploma with office professional certification or equivalent work experience. Experience with the principles, practices and procedures relative to sponsored research are desired but not required. Three years of experience working with institutions of higher education or non-profit or government agencies guidelines and procedures, in addition to administrative experience.

POSITION TITLE: Data Entry Operator –Temporary (#078-10)
DEPARTMENT: Office of Admissions

JOB DUTIES: Screen and code admission documents. Create computer files for applicants using data from applications, high school/college transcripts, SAT/ACT scores, status, and fees/deposits for acceptance. Creates hard copies of files for applicants and verifies information in files. Maintains prospective student database. Maintains adequate production level and quality control. Generates selected data reports. Relieves receptionist as required. Assist with mass mailing when required. Other duties as assigned.

QUALIFICATIONS: One year of data entry training or technical school training, at least one year of relevant work experience is required. Graduation from a standard senior high school or high school equivalency is required. Working knowledge of WordPerfect/MS work Database. Knowledge of general office policies and procedures. Ability to key accurately at least 12,000 key strokes per hour. Ability to assume a variety of responsibilities. Ability to deal effectively with the public in giving and obtaining information.

POSITION TITLE: Financial Aid Advisor/Work Study Coordinator (#077-10)
DEPARTMENT: Office of Financial Aid

JOB DUTIES: Provide in-depth financial aid counseling to students and parents; Coordinate the Federal Work Study program by assigning jobs to students and monitoring student earnings in order to prevent over-awards; Perform verification for selected (Federal and CAU) applicants; Perform review of financial aid files to determine need and eligibility for financial assistance; Determine the 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; 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 student to close file; Respond to student and parent telephone calls, e-mail messages, etc. and to external agencies, faculty and staff; Return 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 Services Area as needed; Participate in Outreach Activities for students and parents; Attend Workshops/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. A minimum of two years of professional level financial aid experience. A working knowledge of BANNER a plus, excellent analytical, oral and written communication skills. A working knowledge of Federal and State financial aid programs and regulations; the ability to handle multiple tasks and complete various projects within designated deadlines. The ability to quickly understand policies and follow procedures and work well in a fast paced environment.

POSITION TITLE: Public Safety Officer (#067-10) (#086-10)
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.

POSITION TITLE: Production Manager (#068-10)
DEPARTMENT: WCLK

JOB DUTIES: Ensure that all production equipment is functioning properly. Assist in the acquisitions of equipment. Responsible for all technical aspects for remote broadcasts. Produces station announcements and underwriting spots. Responsible for the production of on-air spots. Takes and edits feed for broadcasts from sources such as NPR, PRI and independent distributors. Help facilitate the student learning process. Participates in stations annual on-air fundraising drives. Other duties as assigned.

QUALIFICATIONS: Must have a Bachelors degree in Communication or equivalent experience. Technical proficiency/knowledge of production techniques. Ability to research and assimilate information. Ability to communicate clearly, both orally and in writing. Basic computer skills. Works well with other people, co-workers and superiors, helping to meet the objection of the institution and completion of assignments.

POSITION TITLE: Gift Processing and Donor Records Specialist (#096-09)
DEPARTMENT: Advancement Services

JOB DUTIES: Administers the processing of all charitable contributions and enters a wide range of demographic and biographic data into the Banner Advancement database. Duties include but are not limited
to: Process and record gifts and prepares appropriate receipts, acknowledgements and transmittals in accordance with IRS, FASB, CASE and University standards. Plans and administers portions of advancement services related to gift processing including centralized gift accounting, gift designations, gift club assignments, gift acknowledgements, split gifts, matching gifts, credit card transactions and payroll deductions. Responsible for reviewing and resolving problems with gift accounts. Interpret and apply all related university policies, practices and procedures to identify appropriate solutions to resolve or correct gift account problems. Advise staff and other units on the policies and procedures applicable to the accepting and processing of gifts and assist in the training of staff on accessing and interpreting this information in the database. Create and monitor internal operating policies and procedures. Oversees the interface between the database and the online donation program and coordinates with the University’s webmaster to integrate online services through the University’s web site. Supports all fundraising efforts, such as data processing, generating reports, personalized letters (correspondence), labels and other information.

QUALIFICATIONS: Bachelors Degree in Accounting and/or five plus years experience; proficiency in Banner Advancement and data entry processes; an understanding of Oracle with the ability to use SQL to write reports and extract data. Must have strong computer skills, with the ability to work with various desktop software applications, databases and networked informational systems; proficiency in Crystal Reports and Microsoft Office Suite; demonstrable attention to detail and accuracy; ability to maintain confidentiality and to exhibit good judgment in making independent decisions concurrent with University policy; thorough knowledge of office management methods and procedures; ability to organize and manage multiple tasks and deadlines and to work cooperatively with constituents; ability to communicate effectively both verbally and in writing with technical and non-technical personnel.

### TECHNICAL & RESEARCH POSITIONS

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<tr>
<th>POSITION TITLE:</th>
<th>Senior Software Developer (#079-10)</th>
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<td>DEPARTMENT:</td>
<td>Office of Information Technology and Communications</td>
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**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.

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<th>POSITION TITLE:</th>
<th>Postdoctoral Associate (#076-10)</th>
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<tr>
<td>DEPARTMENT:</td>
<td>CREST Center/Research and Sponsored Programs</td>
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**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 non-structure 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 forefront 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: Senior Research Associate (#074-10)
DEPARTMENT: CREST/CFNM

JOB DUTIES: Qualified candidate must assist and support CFNM students, faculty and staff in effective utilization of instruments (to include NMR spectrometers, AFM, SEM, DLS, FT-IIR, DSC, DMTA etc.) to solve research problems. The individual will dedicate three days to instrument application/methods development work and additional two days will be utilized by the individual to collaborate with Center groups to develop his/her own research interest. Responsible for ordering supplies, maintaining inventories and laboratory records, take course and attend seminars to update his/herself in effective utilization of instrument via methods development, assist with CFNM report preparation and proposal development closely work with Research Associate-Electronics Specialist for effective maintenance and operation of instruments, interaction with and providing necessary support to CFNM personnel as necessary.

QUALIFICATIONS: Ph.D. degree in chemistry with background and extensive experience in materials synthesis and characterization as evidenced by referred publications. Must have excellent publication in materials related peer-reviewed journals acceptable for a full-time position at Clark Atlanta University. A minimum of three years' previous laboratory experience is necessary. Must demonstrate strong and extensive technical skills in materials characterization, including a variety of methods commonly used utilization NMR spectroscopy, FT-IT, GPC, DSC, AFM etc. Extensive skills in the interpretation of experimental data and in the summary of experimental results. Hands-on experience in state-of-the-art facilities routinely used in chemistry and material chemistry. 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. Ishrat Khan, Director, CREST/CFNM).
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: Postdoctoral Associate (#054-10)  
DEPARTMENT: CREST Center/Chemistry Department

JOB DUTIES: Qualified candidate must perform research experiments and implement research progress in the synthesis and characterization of functionalized carbon nanotubes. 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 with strong background and extensive experience in organic synthetic methodology, reaction mechanism, polymeric synthesis, and spectroscopic characterizations as well as excellent publications. Must have excellent publication records in top organic and polymer-related peer-reviewed journals for a full-time position at Clark Atlanta University. A minimum of three years’ previous laboratory experience is necessary. Must demonstrate strong and extensive technical skills in synthesis and characterization, including a variety of techniques commonly used in organic research and polymer research. Extensive skills in the interpretation of experimental data and in the summary of experimental results. Hands-on experience in state-of-art facilities routinely used in chemistry, including: GPC, FT-IR, NMR, GC_MS, HPLC, DSC and column chromatography. Ability to develop project progress based on oral and written instruction of scientific nature as well as keep good laboratory records. (Must provide three professional references with resume.)

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.

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