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

## 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](http://www.cau.edu) and click on the Human Resources link.

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

### POSITION TITLE:  Accounting Manager (#057-10)
### DEPARTMENT:  General Accounting – Finance

**JOB DUTIES:** Responsible for the day-to-day operation of the General Accounting function; ensures that daily, weekly and monthly financial information is recorded in the general ledger accurately and timely; ensures that financial transactions are recorded and supported in accordance with GAAP, NACUBO standards and University policies; reviews and approves journal entries to be recorded in the general ledger; maintains written departmental policies and procedures; communicates with other department heads regarding significant accounting issues to ensure timely and effective resolution; closes the general ledger monthly in accordance with established timelines; continuously monitors and evaluates business practices and modifies them as needed to maintain an efficient operation; supervises and develops the General Accounting staff; provides excellent customer service to all parties internal and external to the University.

**QUALIFICATIONS:** Bachelor’s degree with a major in Accounting or Finance, CPA preferred; minimum 5-7 years of progressive general accounting experience; knowledge of integrated accounting systems (Banner preferred); advanced knowledge of Microsoft Office Suite, including Excel, Word and Access; demonstrated ability to assess and resolve issues quickly and resolutely; ability to work effectively with all organizational levels; ability to effectively train, supervise and develop staff; demonstrated ability producing timely and accurate financial information; excellent verbal and written communications skills.

## SUPPORT POSITIONS

### POSITION TITLE:  Training Coordinator (#060-10)
### DEPARTMENT:  Office of the President

**JOB DUTIES:** Manages and monitors the organizational development and training functions for University staff. Responsible for organizational development initiatives including programmatic and financial accountability. Conducts needs analysis and determines the appropriate intervention; works with HR staff, vice presidents and department directors to implement procedures to ensure the University’s continuance as a learning organization and promote professional development of staff using a competency based model.
Conducts organizational and training needs analysis, determines appropriate methodology to address those needs, including but not limited to, developing and delivering training or engaging external consultants. Responsible for coordinating succession planning efforts. Analyzes staff development needs for the purpose of identifying relevant issues and recommending or implementing an action plan. Coordinates the selection of external training; prepares and distributes requests for information and proposals; negotiates agreements with outside trainers and consultants. Establishes and implements training evaluation, feedback criteria and processes; designs evaluation and survey instruments. Provides internal consulting, team building and facilitation to departments and work groups. Researches a wide variety of topics (e.g., courses, materials, training consultants, etc.) for the purpose of developing new programs that meet staff training needs. Completes quarterly, annual and final performance reports. Performs other grant activity related duties as assigned.

QUALIFICATIONS: Bachelor’s degree in public administration, human resources, organization development or a related field. Minimum of three to five years in developing, delivering, and assessing instructor lead or online training and leading organizational development interventions and working with adult learners. Three years of supervisory experience.

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

POSITION TITLE: Software Developer (#049-10)
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.

QUALIFICATIONS: Bachelor’s Degree in Computer Science or Computer and Information Sciences, 3-5 years as a software developer, 2-3 years as an Oracle Developer, and 2-3 years experience using the UNIX operating system are required as well as knowledge of the following: Databases: Oracle, MS Access Hardware: PC, HP, SUN, Cisco AGS+ Router Software: C, C++, VBA, Ksh, Awk, Sed, HTML, PERL Operating Systems: UNIX (HP-UX and SunOS), Linux, Windows (NT and 2000) Concepts: Object-Oriented Analysis and Design, System Maintenance, Problem Analysis/Solving, Network Management and Network Routing Management Tools: Oracle RDBMS, PL/SQL, Oracle Developer, Oracle Forms, Oracle Reports, Pro*C, Java, Microsoft Office Suite, MS Project, Visio.

POSITION TITLE: Senior Network Security Engineer (#048-10)
DEPARTMENT: Office of Information Technology & Communications

JOB DUTIES: Oversee and participate directly in the design, deployment, and operation of all data networks, systems administration and end-user appliances/PCs; serve as liaison between divisions of OITC in regards to overall information security. Will manage and maintain all security appliances which include Enterasys Dragon IDS/IPS, Cisco Network Access Control, and all appliances regarding Information Security; hands-on and leadership participation in designing technical infrastructure solutions for business needs; specify information security hardware and software standards and specific product selection; lead/participate in the configuring of network equipment, servers and PCs to ensure best practices approach to information security; maintain and manage systems with the goal of providing consistent, stable, secure high-performing data services to the University as a whole; develop and manage network security issues including network access policy and enforcement; single point of contact for all information security-related issues.

QUALIFICATIONS: Master’s degree in Computer Science discipline or equivalent industry experience and 5-10 years’ experience in a related position are required; a minimum of two years managerial experience preferred. Must have 5+ years of security engineering experience; expert-level knowledge of Ethernet, TCP/IP, and other common networking technologies; financial and personnel management expertise and experience are also required; CISCO Certified Network Professional (CCNP); Cisco Certified Design Professional (CCDP); Check Point Certified Security Engineer (CCSE); Microsoft Certified Professional +Internet (MCP+I); Microsoft Certified Systems Engineer (MCSE).

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: Post Doctoral Research Associate (#029-10) (2 Positions)
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 on 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.

POSITION TITLE: Post-doctoral Research Associate (2 positions) (084-09)
DEPARTMENT: RCMI/Center or Cancer Research and Therapeutic Development

JOB DUTIES: Responsible for carrying out research in the areas of growth factor signaling, transcriptional regulation, genomics, prostate cancer invasion, metastasis and angiogenesis; and for the design, execution and interpretation of laboratory experiments.

QUALIFICATIONS: PhD in Biological Sciences and two to three years of previous postdoctoral experience in a relevant area. Must have knowledge in mammalian cell culture, microbiology, biochemistry, molecular biology and immunochemical techniques as well as skill in manipulation of nucleic acids (including RNA isolation, PCR cloning). Must have the ability to make arithmetical calculations as part of scientific experiments, to keep accurate records and to perform duties independently, to safely handle radioactive materials and biohazardous material, to understand oral and written instructions of a scientific nature, to follow departmental policies, procedures and regulations, and to operate laboratory equipment and instruments properly.
JOB OPPORTUNITY

We are filing Labor Condition Application for H-1B nonimmigrant worker for the following position:

Title: Research Technician

Duties: -- Collecting and analyzing data for Clark Atlanta School of Business Accreditation and AACSB Accreditation.
-- Design, build, maintain, and debug the web-based AACSB Accreditation.
-- Administrate, secure monitor, document, troubleshoot and support the network system in School of Business.
-- Build, maintain, troubleshoot and repair workstations and peripheral hardware, along with conducting installation of new software releases, system upgrades, evaluation and installation of patches and resolution of software related problems, along with ensuring effective system backups and recovery; Terminal Services, Video and Audio Conference system (Polycom).

Req. - A minimum of Bachelor's degree in Biology, CS, or Information Systems or other closely related field.

Salary: $51,000/yr

Hours: 35 hours per week


Location: Atlanta, GA

Contact: Clark Atlanta University, Office of Human Resources, 233 James P. Brawley Dr. SW, Atlanta, GA 30314, or visit our web site at www.cau.edu

The LCA is available for public inspection at the HR Department. Complaints alleging misrepresentations of material facts in the labor condition application and/or failure to comply with the terms of the labor condition application may be filed with any office of the Wage and Hour Division of the United States Department of Labor.