**CLARK ATLANTA UNIVERSITY**  
March 25, 2011

### 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  
<table>
<thead>
<tr>
<th>(Monday - Friday 9:30 a.m. – 4:30 p.m.)</th>
<th>Harkness Hall, Room 218</th>
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For additional information, please visit www.cau.edu and click on the Human Resources link.

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### PROFESSIONAL POSITIONS

**POSITION TITLE:** Project Director, CAU Sustainable Employee & Entrepreneurship Program (#102-11)  
**DEPARTMENT:** Academic Affairs

**JOB DUTIES:** Plan and direct overall execution of the project within the prescribed budget and timetable. This project is funded for a 12-month program of primary and secondary research to compile data about employment patterns and emerging industry trends. These data will be analyzed and built into an online database model. Other deliverables include: new and/or modified higher education and entrepreneurship curricula for the new economy; formal strategic partnerships with two or more post-secondary institutions for workforce readiness in the new economy; a Regional Economic Summit on the role of colleges and universities in the new economy; and regular reports and a final project report.

**QUALIFICATIONS:** Master’s degree (in relevant area) or higher and at least five years experience in a senior leadership position. Successful candidate will also have demonstrated ability to establish and maintain effective relationships and partnerships with key stakeholders; demonstrated experience in leading and managing complex projects that are strategic in nature and statewide; excellent organizational skills with demonstrated ability to execute projects on time and on budget; strong interpersonal, communication, facilitation and presentation skills; strong analytical and problem solving skills; ability to work independently and with minimal supervision; demonstrated ability to work in a small team setting; excellent computer skills, proficient with database management, presentation, spreadsheet and word processing applications; experience with funding process in the public and private sectors. Knowledge of workforce strategies developed in other sectors, knowledge of labor force strategies, and International experience would be an asset. Candidate must be able to apply innovative and effective management techniques to maximize employee performance.
POSITION TITLE: Dean Enrollment Management (#097-11)
DEPARTMENT: Admissions

JOB DUTIES: Develops and implements programs to improve recruitment, and retention rates. Monitors individual student progress through methods and means such as academic progress, attendance, etc. Works in collaboration with Enrollment Services and Student Affairs, Directors, the Deans’ Council and academic departments each academic year. Sets performance expectations and customer service standards for admissions and recruitment and annually monitors and evaluates office functions against those standards.

QUALIFICATIONS: Master’s degree required, an earned doctorate preferred, with an emphasis in student development, counseling, business, education or related fields. A combination of education, experience and training that would produce the required knowledge and abilities. At least five years experience in undergraduate higher education admissions or an equivalent field. A minimum of five years supervisory experience in an Admissions Office or Enrollment Management setting.

POSITION TITLE: Associate Vice President for Business Services (#080-11)
DEPARTMENT: Finance

JOB DUTIES: Provide leadership through general management, supervision, and professional direction for auxiliary services, contracts management and procurement, and facilities management and operation. Develops and implements goals and objectives for all auxiliary services units that maintain effective support services for the campus community. Manages construction and renovation projects to include the development of RFPs, the selection and oversight of contractors and vendors and the management of budgets and schedules. Oversee the management of Faculty Row properties. Serve as the University resource and facilitator for meetings and other activities of the Building and Grounds Committee of the CAU Board of Trustees. Serve as the point of contact for inquiries and transactions associated with off campus real estate held by the University. Serve as point of contact for matters of environmental health and safety and sustainability initiatives. Develop and manage the processes and procedures for allocating and reserving meetings rooms and auditorium in the SCR and also for Davage Auditorium and the Aiken Estates. Assist and provide guidance to other departments in arranging for the use of CAU facilities and grounds by outside organizations. Negotiate, review, and approve all contracts in areas of responsibility. Monitors issues, trends and emerging strategies in higher education auxiliary and business services and incorporates said information into the university’s strategic planning. Develops and recommends policies and procedures relating to auxiliary service operations. Maintains the campus Master Plan. Manages the vendor relationship for the facilities services that are out-sourced. Develop and monitor the budget required to maintain and operate the campus of 126 acres, and 40 buildings totaling 1.5 million square feet. Develop and monitor the budget for all Capital Building projects.

QUALIFICATIONS: Must be a graduate from a credited college or university with at least a Bachelor’s degree in engineering, architecture, urban planning, construction technology or relevant field strongly preferred. Minimum of five years progressive experience in residential campus and facilities planning, including master planning, facility and capital project planning, with a minimum of five years of experience supervising the construction, maintenance and repair of large buildings and budget preparation and control. Must have excellent organizational, administrative, supervisory, interpersonal and contract negotiating skills. Commitment to community relations, historic and environmental preservation. Must have an excellent understanding and working knowledge with managing complex vendor contracts and outsourcing relationships. General knowledge of applicable building and fire codes; ability to direct and converse technically with engineers and architects regarding campus utility systems for electricity, steam, water, sewer, network cabling, and the maintenance operation, design and construction of the various building types and fields which occur on a residential college campus. Demonstrated success in team work and verifiable skills in motivating and working with others at all levels of a complex organization. Experience and the ability to thing strategically and to independently set priorities to meet the needs of the university.
POSITION TITLE: Gift Processing and Donor Records Specialist (#044-11)
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 fund-raising 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. Understands Oracle with 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 work cooperatively with the specified constituents. Ability to communicate effectively both verbally and in writing with technical and non-technical personnel.

POSITION TITLE: Assistant Director of Institutional Research and Analysis (#113-10)
DEPARTMENT: Office of Planning, Assessment and Research

JOB DUTIES: Responsible for the maintenance of the institutional data reporting and research related database analysis. Duties include preparing a variety of routine and special reports as required; responding to internal and external inquiries, surveys and questionnaires; conducting a variety of research studies using institutional data and data from benchmark institutions; working closely with other departmental staff members on projects related to institutional research and effectiveness; and supervises a graduate research assistant.

QUALIFICATIONS: Master’s degree required, doctorate preferred, with three to five years management experience. Demonstrated ability to handle multiple complex tasks of an institutional research office and to work collaboratively with various departments in the University; ability to provide analysis of complex data systems, including the management of confidential data; familiarity with universal data collection definitions, instructions, classification, and methodology; strong technical expertise in data warehousing, data mining and client-server applications; knowledge of Banner Education Software and Windows based databases, spreadsheets, word processing, and presentation software; ability to access large scale administrative data systems to extract data for analysis; knowledge of research techniques, sampling, survey design, data analysis and interpretation; ability to deliver research findings in a wide range of presentation modes – oral, written and technical; excellent supervisory, organizational, communication, presentation and training skills; strong written and oral communication and creative problem-solving skills; ability to interact effectively with individuals at different levels; participation in peer reviews associated with institutional effectiveness, institutional research and accreditation; and the ability to work independently and complete projects on deadlines are required.
SUPPORT POSITIONS

POSITION TITLE: Administrative Support Staff (#103-11)
DEPARTMENT: Whitney M. Young, Jr., School of Social Work

JOB DUTIES: Types letters, reports, memos and other documents and correspondence; proofreads typed documents for accuracy and completeness. Greets visitors, ascertain nature of business and direct them to appropriate staff. Schedules meeting and travel arrangements for selected faculty. Maintains some no's records and filing systems; assist program directors/ members with special projects assigned by the Dean; perform other clerical duties as needed.

QUALIFICATIONS: Considerable knowledge of computers and various computer software packages used for word processing, graphs, tables, etc (i.e., Word 2007, PowerPoint 2007, Excel 2007). Knowledge of office policies, procedures and practices. Effective organizational and time management skills. Ability to provide proper customer service. Ability to communicate effectively in writing and orally.

POSITION TITLE: Postaward Administrator (#101-11)
DEPARTMENT: Research and Sponsored Programs

JOB DUTIES: Review transactions/expenditures and financial documents for adherence to sponsor guidelines and institutional policies and procedures. Conduct review, analysis and interpretation of award terms and conditions; and provide guidance to assist principal investigators with administrative/fiscal compliance and management of wards. Provide fiscal services to include assistance with budget preparation; account set-up and reconciliation; interface with Grants & Contract Accounting; and review budget amendments/revisions. Manage, track and monitor the division operating budget including progress toward division strategic goals. Assist with development and execution of research administration and research compliance training/workshops and other duties as assigned.

QUALIFICATIONS: Candidate should posses a Bachelor’s degree in business, public administration or related field. Three years of experience working with institutions of higher education or non-profit or government agencies guidelines and procedures. Experience with the principles, practices, and procedures relative to sponsored research is preferred. Working knowledge of federal grant management policies and regulations governing sponsored agreements, specifically the OMB Circulars. Excellent written/oral communication and interpersonal skills. Ability to analyze budgets and financial reports.

POSITION TITLE: Police Officer (#094-11 and #095-11)
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.

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:** Public Safety Officer (#096-11, #099-11 and #104-11)
**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.

**POSITION TITLE:** Medical Assistant (#052-11)
**DEPARTMENT:** Student Health Services


**QUALIFICATIONS:** High school graduate or GED. Must have certification of completion of state approved medical assistant education program. Certifications preferred. Six months of experience preferred. Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information to clients, physicians, and other staff members. Must have excellent interpersonal and customer service skills. Must have an understanding, acceptance and adherence to the need for strict confidentiality.

**POSITION TITLE:** Hall Director (019-11)
**DEPARTMENT:** Residence Life

**JOB DUTIES:** Plans, facilitates, and evaluates staff meetings and in-service training for the residence hall staff. Works with other members of the Residence Life staff to design, facilitate, and evaluate training sessions, staff meetings, workshops and in-service programs for Resident Assistants, Department of Residence Life staff, and Residence Hall governments. Responsible for properly maintaining all office records for the residence hall essential to working with the residents and the Department of Residence Life. Assists with room

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and assignments and room changes. Performs special duties requested by the Department of Residence Life (i.e., committee work, review/revision of office publications, room selection, summer assignments and reports. Assumes an active role in the on-going development process of the individual residents to ensure their maximum growth. Aids residents in obtaining assistance from other student services through referrals. Provides assistance and crisis intervention when needed. Informs residents of University and Department of Residence Life policies and regulations. Assumes appropriate judicial role in the referral process of the University. Initiates educational and/or judicial actions as required according to procedures outlined in the Student Handbook, Housing Agreement, Guide to Residential Living and in the guidelines of the individual residence hall communities.

QUALIFICATIONS: Masters Degree preferred, Bachelor's degree required. Residence hall staff experience preferred. Must be enrolled in degree granting graduate program at Clark Atlanta University. Good communication skills, oral and written. Strong supervisory, interpersonal and administrative abilities. A commitment to personal and professional growth.

POSITION TITLE: Research Technician (#091-11)
DEPARTMENT: RCMI

JOB DUTIES: Perform experiments in molecular biology and protein biochemistry, e.g., nucleic acid purification cloning, protein purification, immunoassays, growth of recombinant bacteria and mammalian cell culture maintenance. Assist in experimental design and laboratory maintenance, including ordering and stocking laboratory supplies. Keep meticulous records of all experiments performed, and analyze data obtained. Assist in the training of students. Follow biosafety and radiation safety rules of Clark Atlanta University and the State of Georgia. Compliance with policies of Clark Atlanta University.

QUALIFICATIONS: A minimum of two to three years previous laboratory experience and a Bachelor’s Degree is required. Familiarity with cell culture and molecular biology techniques is necessary. Special consideration will be given to individuals with experience in next-generation sequencing library construction. Experience with managing a laboratory would be desirable.

POSITION TITLE: Research Technician (#082-11)
DEPARTMENT: CCRTD

JOB DUTIES: Part-time Research Technician should have familiarity with performing simple molecular biology experiments, laboratory maintenance to glassware washing, laboratory cleaning and maintenance, ordering, receiving, and maintaining current inventories of laboratory supplies is required. Experiments in molecular biology. Maintaining current inventories of laboratory supplies. Laboratory maintenance including glassware washing, laboratory cleaning order and receiving. Keep meticulous records of all experiments performed and write interpretations of obtained. Proficiency with reading scientific literature and performing experimental protocols. Clear and permanent documentation of results from laboratory experiments.

QUALIFICATIONS: B.S. degree in Biology. Two years of previous laboratory experience. Ability to make arithmetical calculations as part of scientific experiments. Ability to keep records. Ability to perform duties independently. Ability to safely handle radioactive materials and biohazardous materials. 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.

POSITION TITLE: Senior Computer Technician Specialist (#046-11)
DEPARTMENT: Office of Information Technology and Communications

JOB DUTIES: Assures that products for installation are available and operative. Schedules installation in a timely manner. Completes installations with minimum disruption to the customer. Migrate old data from existing system to new systems as required. Test and install new products. Research, install and test software updates.
and patches to support applications and various operating systems. Install and recover desktops in a timely manner and with minimal disruption through reimaging. Implement and administer anti-virus software. Strong PC and Network troubleshooting skills and ability to resolve basic to advanced hardware, software, and connectivity problems in a timely manner. Ability to deal effectively with all levels of staff on issues of varying complexity, exercises good judgment and flexibility in responses. Ability to develop, as well as follow policies, processes, and procedures quickly. Ability to apply new technical information including processes/procedures.


POSITION TITLE: Post-doctoral Research Associate (2 positions) (#131-10)  
DEPARTMENT: RCMI/Center for Cancer Research and Therapeutic Development

JOB DUTIES: Two (2) NH funded post-doctoral position are available immediately to study cellular and molecular biology of prostate cancer at the Center for Cancer Research and Therapeutic Development (CCRTD) at Clark Atlanta University. These positions are funded by the RCMI program and the selected candidates will be expected to perform cutting edge research in prostate cancer with an objective to gain competitiveness for applying for academic positions. The selected candidates will carry out their research work with investigators affiliated with the CCRTD in the areas of growth factor signaling, transcriptional regulation, genomics, prostate cancer invasion, metastasis and angiogenesis. Technical Experience: Applicants should possess a solid knowledge in cancer biology. Preference will be give to candidates with background and experience in genotyping, molecular biology, cell biology, protein purification and related techniques.

QUALIFICATIONS: APH.D. degree in biological sciences and two to three years of research experience in relevant areas. The applicant should be a U.S. citizen or a permanent resident.

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 mater 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).