CLARK ATLANTA UNIVERSITY
May 3, 2010

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>
<tbody>
<tr>
<td>APPLY BY MAIL</td>
<td>Human Resources Office</td>
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<td>Clark Atlanta University</td>
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<td>223 James P Brawley Drive, S.W.</td>
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<td>Atlanta, GA 30314</td>
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<td>APPLY IN PERSON</td>
<td>Human Resources Office</td>
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<tr>
<td>(Monday - Friday 9:30 a.m. – 4:30 p.m.)</td>
<td>Harkness Hall, Room 218</td>
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For additional information, please visit www.cau.edu and click on the Human Resources link.

PROFESSIONAL POSITIONS

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

JOB DUTIES: The Assistant Director of Institutional Research and Analysis is responsible for the maintenance of the institutional data reporting and research related database analysis. Prepares a variety of routine and special reports as required. Responds to internal and external inquiries, surveys and questionnaires. Conducts a variety of research studies using institutional data and data from benchmark institutions. Works closely with the Director, Assistant Director of Assessment and Sr. Data Analytical Specialist on projects related to institutional research and effectiveness. Assists the Director with carrying out the responsibilities of the office. Supervises 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. Demonstrated ability to proved analysis of complex data systems, including the management of confidential data. Familiar 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. Knowledge of Window based databases, spreadsheet, word processing, and presentations 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 technological. Excellent supervisory, organizational, communication, presentation and training skills. Strong written and oral communication and creative problem-solving 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 effective, institutional research and accreditation. Ability to work independently and complete projects on deadlines.
SUPPORT POSITIONS

POSITION TITLE: Assistant to the Chief of Staff (#124-10)
DEPARTMENT: Office of the President

JOB DUTIES: Performs confidential and administrative support to the chief of staff and the Office of the President including greeting, answering and screening calls and visits determining purpose and necessity. Handles highly sensitive and confidential issues, independently research analyze and compile information to prepare reports, handle complaints or resolve problems. Evaluates all incoming mail, maintains confidential records and files and researches areas of concern as directed. Processes outgoing mail. Assist in maintaining the president's calendar and travel schedule. Schedules appointments for the chief of staff, confirms and coordinates meetings. Monitors the Office of the President's budget. Inventories and orders supplies for the Office of the President. Provides project and event management assistance for activities originating from the Office of the President. Manages the office filing systems. Maintains the calendar and arranges travel for the chief of staff. Facilitates information and interacts with students and the campus community. Hears and facilitates the resolve of complaints from students, parents, campus community, as directed. Communicates with the Board of Trustees as directed by the President or the Chief of Staff. Provides assistance with Board of Trustees related events. Serves as the Chief of Staff's representative on select committees as directed. Perform other related duties as assigned.

QUALIFICATIONS: Two years of college, supplemented by relevant work experience. Five years administrative assistant experience in executive office setting. Demonstrated ability with budget planning, tracking and analysis. Experience with project management. Excellent written and verbal communication; must be able to accurately communicate process and policy information. Proficiency in the Microsoft Office suite applications, web-browsers, and Outlook; willingness and ability to learn new software applications for university database systems. Ability to maintain the highest level of confidentiality and discretion. Ability to work independently and autonomously to meet deadlines. Ability to work evenings and weekends several times during the academic year. Excellent interpersonal skills. Able to multi-task and use initiative. Strong organizational skills. Microsoft Office proficient especially Word and Excel. Demonstrate good communication skills and excellent people/social skills. Able to effectively time manage and meet deadlines.

TECHNICAL & RESEARCH POSITIONS

POSITION TITLE: Manager, Instructional Technology (#109-10)
DEPARTMENT: Office of Information Technology and Communications

JOB DUTIES: Lead instructional classroom and student computing laboratory technology support efforts at Clark Atlanta University. Responsible for the identification, standardization, and setting of policy for classroom and student computing laboratory technology. Assesses hardware and software support needs; manages equipment and supplies inventory, and prepares purchase recommendation consistent with needs and goals. Evaluate the customer satisfaction; ensures problems are appropriately resolved and documented; identifies technology needs and issues to be addressed. Provide technical leadership and guidance to Instructional technology and Client Support employees, ensuring compliance with policies and regulations, and that all issues are addressed and resolved.
Hire, train, and supervise full-time and student technician employees, and assigning and prioritizing their workloads. Works with departments, offices, and faculty to ensure that appropriate instructional technologies are available to meet the current needs; assesses additional needs for computer hardware and software; assists faculty in the selection, acquisition, evaluation, and application of instructional materials. Works with other OITC units, Facility management and academic departments to coordinate support services and special projects, and assist with long-range planning. Serve as a member of planning committees and technology point person for new and renovated classrooms/buildings.

QUALIFICATIONS: Bachelor’s Degree in Information Technology or related field. Ten to fifteen years related job experience. Minimum five years supervisory experience. Advanced knowledge of principals, methods, and techniques of computing systems. Knowledge of the campus technology configuration including network topology, server management, audio/video production and social/collaboration computing tools. Advanced knowledge of computer lab hardware and software environments and policies. Advanced knowledge of software installation and troubleshooting. Knowledge of software sequencing including programming additions and modifications. Working knowledge of virtualized software environments (Citrix, Zen Desktop, VMWare View, etc.) maintain and use classroom technology to fully support classroom instruction (including projectors, control panels, video recording, streaming media etc). strong interpersonal and customer skills working in higher education. Quickly troubleshoot and affect repair or replacement of presentation systems, multimedia equipment, interactive instructional technologies, computers and peripherals. Strong project management, staff management, communications and organizational skills. Experience in Windows, UNIX required; Windows XP Professional, Windows 7 required, Oracle, SQL Server, MS Access preferred, WebCT, MS Office 2007 Professional MS Project, Visio, Google Apps, Student Response System (preferably Turning Point), Camtasia (or similar software), Multimedia Integration Software, Web Streaming, Promethean, Symposium eBeam preferred.

POSITION TITLE: Multimedia Technician Specialist (#108-10)
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 system 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 & 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).

Student Response System (preferably Turning Point), Camtasia (or similar software), Multimedia Integration Software, Web Streaming, Promethean, Symposium eBeam preferred.

POSITION TITLE: Senior Software Developer (#079-10)
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. 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.

POSITION TITLE: Postdoctoral Associate (#076-10)
DEPARTMENT: CREST Center/Research and Sponsored Programs

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 nonstructure 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: Post Doctoral Research Associate (#029-10))
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 in 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.

CLARK ATLANTA UNIVERSITY VALUES DIVERSITY AND IS AN AA/EEO EMPLOYER