## JOB OPPORTUNITIES

**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.

## ADMINISTRATOR POSITIONS

**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. Oversees 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

PROFESSIONAL POSITIONS

POSITION TITLE: Retirement Plan Coordinator (#127-11)
DEPARTMENT: Human Resources

JOB DUTIES: Primarily responsible for retirement plan administration and compliance as well as communications, vendor management and issue resolution. Will oversee administration of 403(b) plans including filing required reports and documents to include: analyzing, evaluating and administering 403(b) plans, to include all data entry associated with the plan, creation of all necessary internal reports associated with the plan, and maintenance of all files/records associated with the plan. Will also be responsible for the management of the relationship with the third-party administrator and evaluating alternative administrators; handling all requests from constituents for retirement benefits information; monitoring applicable benefits legislation and ensure that plans are compliant with such legislation; overseeing the filing of Form 5500s and related audits; ensuring compliance of plan documents and summary plan descriptions; partnering with the Finance department with regard to any retirement plans redesign work and oversee all changes required as a result of such redesign; responsible for planning and monitoring of retirement plans’ expenditures; overseeing the preparation of employee communications material; and overseeing benefits workshops and presentations. Will also perform additional duties related to the administration of the University’s health & welfare and wellness benefits plans as directed.

QUALIFICATIONS: Bachelor’s degree in related area required; Certified Employee Benefits Professional (CEBS) or Certified Benefits Professional (CBP) preferred; minimum of 3-4 years experience with defined contribution plans required. Strong knowledge of retirement plan regulations, ERISA, social security and tax laws; experience with third-party vendor management; proficiency with all Microsoft Office applications; understanding of databases and basic data file structures; attention to detail, strong organizational skills, and ability to multi-task; excellent written and verbal communications, ability to work with different departments and third-party resources to achieve mutual goals.

POSITION TITLE: Business Analyst (#128-11)
DEPARTMENT: Human Resources

JOB DUTIES: Working with the CAuPRI (Clark Atlanta University Process Renewal Initiative) Project Manager and the Director of Human Resources, the Business Analyst is responsible for a range of functional activities to improve the operational effectiveness of the Human Resources area, specifically related to information systems. The Business Analyst is responsible for identifying and documenting business/system requirements throughout the lifecycle of HR projects that span multiple functions. In addition, the BA role includes making suggested improvements to existing and future HR processes (both technical and non-technical) on an on-going basis. Specific duties include: Oversee the business and technical review process for the Human Resources organization and translate needs into functional specifications and detailed test plans; lead the effort in writing appropriate policies and procedures; analyze and document business processes, work flows and recommendations related to proposed solutions; to ensure efficiency and effective internal controls; creation and management of system change requests in relation to the project plans and securing appropriate approval signatures; develop and participate in the risk assessment process for HR in accordance with University policy; serve as the liaison between the HR, technology, and cross-functional teams; train and mentor those with less experience through informal channels; serve as the super user or technical expert as it relates to system and functional knowledge; provide necessary reports showing progress
against outstanding milestones, status, resource requirements, issues, risks and dependencies; work with Project Manager throughout project life cycles; assist in enforcement of project deadlines and schedules; document and review requirements, specifications, business processes and recommendations related to proposed solution; work with cross-functional team to ensure effective change management.

QUALIFICATIONS: Bachelor’s degree in related field required; minimum three years relevant experience in HR and extensive business/data analysis experience preferred; other closely related experience may be considered. Motivated self-starter who likes to work in fast-paced higher education environment; proven analytical, decision making and problem solving skills; excellent verbal and written communications skills; excellent organizational skills and the ability to multi task; demonstrated knowledge and understanding of the SCT Sunguard Banner System and functional experience with the HR module; knowledge of process definition methodology, and how to research & implement best practices; experience with Microsoft Visio or similar documentation tool; proficient use of Microsoft Office Suite (Word, Excel, Outlook, etc.); ability to communicate effectively with project stakeholders and train end-users on the functionality of the system.

SUPPORT POSITIONS

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: 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: Police Officer (#108-11)
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 (#109-11)
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: Research Assistant (#130-11)  
DEPARTMENT: CCRTD

JOB DUTIES: Assist in preparation, coordination and tracking of materials for all initial modification and continuing review of IRB submissions. Review literature and synthesize findings on a variety of health topics and assist in the procurement of research publications. Assist in the analyses including statistics and longitudinal analyses of outcomes. Maintain and update surveys, forms and instruments for research purposes. Assist in data entry and data management by recording and summarizing data clearly and concisely. Collaborate in the preparation of study outcomes with community partners. Assist in preparation of reports and ongoing research findings. Perform all required task and procedures to complete objectives. Compliance with policies of Clark Atlanta University.

QUALIFICATIONS: Working knowledge of health promotion and behavior change theories and the ecological framework. Strong writing, organizational, and analytical skills with basic knowledge of SPSS required. Ability to perform assigned tasks independently, with accuracy, and strict attention to detail. Strong interest in and commitment to public health research program implementation that aims to improve outcomes for individuals and families. Ability to work in collaboration with other professionals, faculty & staff, and in the community. Adaptable to do work which is varied, and requires an intellectual and professional approach. Ability to exercise discretion and judgment in execution of research protocols, analysis of data and general project support. Ability to follow University and departmental policies, procedures and regulations.

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.

QUALIFICATIONS: Minimum BS Degree in Computer Science, information Technology or equivalent experience. Seven to ten years of industry standard Computer Science, Information Technology. Management

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: Dept. 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 fore front 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).

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