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 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: Job Developer (#134-10)

DEPARTMENT: Environmental Justice Resource Center

JOB DUTIES: Assess labor markets as they relate to the employment trends and opportunities in the construction and environmental remediation industry; Maintain current information on local construction and environmental remediation projects; Determine and implement a job development and job placement strategy beneficial to the target training population; Develop and maintain relationships with employers and industry representatives; Build relationships with workforce development boards and staffing organizations; Attend networking events with developers and other potential partners and plan and conduct employer outreach and business development events; Link businesses to hiring incentive programs and connect trainees to organizations that are interested in hiring the hard-to-employ; Assist counselors and program staffing developing individual service plans inclusive of job search, placement, and retention for each trainee; Ensure that performance goals relating to job placement and retention are achieve; Keep program and training staff abreast of all issues relating to job development and job placement; and all other duties as assigned.

QUALIFICATIONS: Bachelor’s Degree preferred, however will consider work experience. Knowledge of local labor market trends; Familiar with major employers in the local area; Excellent public speaking and presentation skills; Strong organizational skills; Experience in community organizing, community development, and community involvement; Ability to work independently; Valid driver's license and insured vehicle; B.S. degree in Business, Education, Social Service, Community Economics, etc. Must have a minimum of five years experience working with special populations and in workforce development.

POSITION TITLE: Compliance Program Coordinator (#133-10)

DEPARTMENT: Compliance Office

JOB DUTIES: Assist in the management of the Compliance Office day to day operations. Report on a regular basis to the Chief Compliance Officer and senior management team; schedule and coordinate meetings. Act as champion for legal and regulatory compliance (e.g., presentations to new employees, etc.). Document and track information for the university's compliance program and coordinate. Documents for the university's enterprise risk management program. Partner with Internal Auditors to ensure that projects are managed effectively and that project goals are met. Implement effective communications and competent training mechanisms as part of the compliance program. Oversee requirements for compliance certification,
monitoring, testing and reporting. Promote, support and coordinate the Compliance Hotline and follow-up responses. Review and edit policies and procedures prior to internal distribution to various audiences and/or publication on the CAU website. Advance best practices sharing within the compliance program.

QUALIFICATIONS: A Bachelor's degree or equivalent. A minimum of 3-5 years of administrative support experience (within higher education a plus). Excellent written and verbal skills. Successful track record of implementing change and ability to manage projects. Knowledge of Microsoft products including Word, Excel, Visio and Project. Strong relationship and influencing skills with senior leaders and people at all levels. Ability to develop general knowledge of institutional policies and procedures, legal and regulatory requirements relevant to the university. Awareness of risk assessment methodologies. Ability to manage multiple commitments simultaneously. Strong self-starter who can work independently in a rapidly changing environment. Effective interpersonal skills. High ethical standards.

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 effectives, institutional research and accreditation. Ability to work independently and complete projects on deadlines.

SUPPORT POSITIONS

POSITION TITLE: Public Safety Officer (#126-10)
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.

**TECHNICAL & RESEARCH POSITIONS**

**POSITION TITLE:** Senior Research Scientist (#135-10)  
**DEPARTMENT:** CCRTD

**JOB DUTIES:** The Senior Research Scientist is responsible for overseeing the operations of the Cell and Molecular Biology Research Laboratory at CCRTD. This will entail assisting CCRTD scientists, staff and students in the design and implementation of experiments that require molecular biology or bioinformatics techniques and the ability to build infrastructure in bioinformatics. The scientist will also be expected to initiate and maintain his/her own research project and, as appropriate, collaborate with Center scientists.

**QUALIFICATIONS:** The applicant must possess a Ph.D. with significant post-doctoral experience and have recent publications in peer-reviewed journals. Must also be familiar with molecular processes in cells, modem cell and molecular biological techniques, especially nucleic acid analysis, RT-PCR, DNA/RNA sequencing, bioinformatics and genomics. The Senior Research Scientist is responsible for overseeing the operations of the Cell and Molecular Biology Research Laboratory at CCRTD. The scientist will also be expected to initiate and maintain his/her own research project and, as appropriate, collaborate with CCRTD scientists.

Please submit resume and names, addresses and telephone numbers of three references to: Shafiq A. Khan, Ph.D., Director, Center for Cancer Research and Therapeutic Development, Clark Atlanta University, 223 James P. Brawley Drive, SW, Atlanta, Georgia 30314. E-mail: skhan@cau.edu.

**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: Research Technician (#128-10)  
DEPARTMENT: for Cancer Research and Therapeutic Development

JOB DUTIES: Perform laboratory experiments under instructions of PI. Independent work ability after training I required. Involved in the daily laboratory operation maintenance. Assist in data entry and data management by recording and summarizing data clearly and concisely. Effectiveness in communication with PI and other persons in the laboratory. Assist in preparation of reports, protocols and ongoing research findings. Compliance with policies of Clark Atlanta University.

QUALIFICATIONS: B.S. or M.S. (preferred) degree in biology or biomedical sciences. Knowledge in molecular biology, cell biology and cancer biology required. Strong writing, organizational, and analytical skills 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 and 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 Assistant (#127-10)  
DEPARTMENT: Center for Cancer Research and Therapeutic Development

JOB DUTIES: The Center is seeking a talented and highly motivated individual with demonstrated skills in public health research methodology, needs assessment, health communication, and population-based health promotion. This person must have the ability to work both collaboratively and independently, and in an academically supportive environment. The candidate must possess a high level of professionalism and strong team orientation, as this position requires the ability to interact with internal and external contacts.

QUALIFICATIONS: B.S. or M.S. (preferred) in public health, health promotion, behavioral sciences, epidemiology, nutrition, health psychology or a related field with a minimum of2-3 years experience conducting research in the area of cancer, nutrition, obesity, and/or health disparities. Excellent organizational, planning, writing, and project management skills. Demonstrate exceptional commitment to accuracy and attention to detail. Ability to work collaboratively and independently utilizing excellent interpersonal skills. Proven ability to effectively communicate both individually and in group settings on a variety of health issues. Expertise in survey development and/or evaluation. Proficiency in the statistical software package SPSS is required.

Please submit a cover letter, resume and the names, addresses, telephone numbers and email addresses of three references (academic or professional only) to: Center for Cancer Research and Therapeutic Development c/o Cheryl Croft, Clark Atlanta University, 223 James P. Brawley Drive, S.W., Atlanta, Georgia 30314.

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 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).

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 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.

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