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 and click on the Human Resources link.

PROFESSIONAL POSITIONS

POSITION TITLE: Assistant Director of Graduate Students Academic and Professional Development (#035-11)
DEPARTMENT: Office of Graduate Students/GTASP

JOB DUTIES: Develop strategies to increase by 20% the number of graduates from the PhD programs in Biology and Chemistry. Find research development conferences for Biology and Chemistry students to attend. Assist with paperwork for scholarship and stipend for Biology and Chemistry students. Coordinate with departments the process and paperwork for scholarship and stipend for Biology and Chemistry students. Seek external funds to increase graduate stipends and tuition scholarships. Assist in planning, publicizing and implementing Graduate Writing Center (GWC) activities/programs, workshop and seminars. Overseeing the daily activities of the GWC. Maintaining a daily log of GWC activities. Other office related tasks as assigned by the Director.

QUALIFICATIONS: A Masters Degree. Experience in Higher Education. Experience in writing and reviewing various type of documents. Strong interest in and passion for writing. Strong command of the academic writing process and the nuances of grammar. Excellent communication and interpersonal skills; Ability to work with diverse students, coworkers, supervisors and others in a friendly, courteous manner.

POSITION TITLE: Admissions Counselor (#033-11)
DEPARTMENT: Office of Admissions

JOB DUTIES: Conduct high school visits, career days, attend college fairs, college night programs, and other programs and forums as assigned. Coordinate follow activities and communication with high school/college students, personnel, and other community constituents. Counsel and advise prospective students, parents, guidance counselor, and college administrators. Prepare reports on prospective undergraduate students from regions. Represent the office and participating in the overall activities required by the Office of Admissions and perform other duties. Perform other duties assigned.
QUALIFICATIONS: Bachelor's degree in a relevant field/area with at least five years in college admissions (graduate studies/international students) and experience with computerized information systems. Master's degree preferred.

POSITION TITLE: Paralegal (#027-11)
DEPARTMENT: Office of the General Counsel

JOB DUTIES: Responsible for researching legal issues, preparing memoranda of law, pleadings and motions, tracking all litigation and maintaining appropriate litigation files, typing legal documents, memoranda and other correspondence, personally filing court documents, handling all aspects of the office’s student collections function by maintaining appropriate files, communicating with debtors, preparing correspondence with debtors and with the court, preparing all legal documentation (pleadings, etc.) necessary to collect the debts owed, collecting and processing debtor payments, conducting research needed to verify debts, and performing other duties as assigned by the General Counsel. Student Collections: Prepare thorough and accurate pleadings. Communications with debtors and court officials to be conducted professionally and within applicable law and University policy. Maintain accurate and orderly files. Efficiently collect and process debtor payments. Conduct thorough research of the law. Accurate debt verification. Efficiently type all drafts and final work product. Personally file court documents. General litigation/other legal matters: Research should be thorough. Prepare accurate pleadings and discovery responses and requests. Motions, briefs, internal memos must be well written and thoroughly researched. All writings must be of a high standard. Maintain accurate and orderly files. Timely written notice and reminders of all pending legal matters. Timely communications with court regarding status of cases. All communications internally and externally must be done with professionalism and courtesy. Efficiently type all drafts and final work product. Personally file court documents.

QUALIFICATIONS: Computer Skills: Proficiency with all Microsoft Office products, particularly Word, Excel and Outlook. Establish proficiency with Banner. Case Load: Ability to organize effectively and handle high volume of student collections cases and other legal work. Ability to set priorities and work efficiently and effectively. Confidentiality: Ability to maintain complete confidentiality regarding all legal matters and University operations and business practices. Professionalism: Ability to adapt and to thrive in a dynamic, high volume, fast-paced environment. Customer service, courtesy and professionalism maintained at a high standard.

POSITION TITLE: Treasury Analyst (#022-11)
DEPARTMENT: Finance and Business Services

JOB DUTIES: Under the general supervision of the Associate Vice President and Controller, the Treasury Analyst assists in the management of various treasury functions. Selected candidate will be responsible for managing and/or initiating daily cash receipt and disbursement activities; preparing and updating cash flow reports and debt covenant calculations; assisting in the structuring and maintenance of depository and other banking relationships; maintaining compliance with applicable State and Federal regulations; maintaining up-to-date listing of all depository and investment accounts; managing cash balances in a manner to meet the University’s obligations and to maximize investment returns; maintaining detailed and accurate records of outstanding debt; initiating debt payments in a timely manner to ensure maintenance and enhancement of the University’s credit rating; initiating draws of funds from lenders and/or granting agencies in a timely manner; monitoring compliance with the University’s endowment investment policy; working collaboratively with other University offices to ensure timely and accurate reporting associated with endowments, investments, gifts, stock transfers, and long-term debt; providing excellent customer service to all parties internal and external to the University with whom there is contact; performing special projects or assignments as required by the Associate Vice President/Controller.

QUALIFICATIONS: Bachelor’s degree with a major in Accounting or Finance; minimum of 2-3 years of Treasury Management experience; knowledge of integrated accounting systems (BANNER preferred); dedicated to providing excellent customer service to constituents both internal and external to the University; ability to work effectively with all organizational levels; must be flexible and detail-oriented with superb organizational skills; demonstrated commitment to providing timely and accurate treasury reports; working
POSITIVE 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: Senior Staff Assistant (#034-11)
DEPARTMENT: Human Resources

JOB DUTIES: Responsible for receiving and processing all Faculty Personnel Actions, i.e., PAF’s, Separation Notices, Supplemental Pay, Transfers, Promotions and Demotions. Ensure that all required signature of approvals are obtained from appropriate departments prior to submitting final document to payroll for payment. Accountable for data entry of new hires, reappointments and other system adjustments, corrections and maintenance as required in the Banner HRIS. In the absence of the HR manager serve as backup in generating or requesting reports and validation of system processes; and assist with other projects and assignments are required.

QUALIFICATIONS: Bachelor’s degree in related field preferred, with five year’s experience. Must be knowledgeable of human resources administration with a broad understanding of employment processes. Ability to communicate with faculty and staff management, employees and students and possess skills to resolve issues and problems in a diplomatic and professional manner. Must be computer literate and knowledgeable of Banner HRIS. This position requires a high degree of accuracy, confidentiality and patience.

POSITION TITLE: Executive Assistant to the Dean (#032-11)
DEPARTMENT: School of Business

JOB DUTIES: Coordinating Dean’s activities with the senior leadership team and managing projects of special importance. May also provide direct administrative support to the Dean by preparing correspondence and maintaining files, calendar records, coordinating meetings with internal and external stakeholders, coordinating travel arrangements, filling expense reports, scheduling faculty/staff meetings, maintaining
minutes, and providing general administrative support to other units in the School by maintaining calendar of school-wide and University events, maintain schedule of meeting room space, ordering and maintaining office supply levels, processing graduation records as requested, processing grade change forms and maintaining records. Maybe called to serve as budget analyst by processing scholarships, requisitions for purchase and travel disbursements for student workers, maintaining records of income and expenditures, responding to inquiries from Accounting Department, coordinating specific events as directed by the Dean, providing planning, support for Dean’s Lecture Series, LEAD week. Advisory Board meetings and corporate visits.

QUALIFICATIONS: Bachelor’s degree required in appropriate field (i.e., Business, Public Administration, Education). Minimum of five years of experience. Must possess excellent interpersonal skills, be a motivated self-starter with excellent written and oral communication skills, attention to detail and effective organization skills. Proficiency in use of Microsoft products is also required.

POSITION TITLE: Program Manager (#031-11)
DEPARTMENT: Dual Degree Engineering Program

JOB DUTIES: Provide managerial assistance to support all facets of program operation. Assist in coordinating the diverse activities of the office. Maintain and organize office communications including telephone, fax and mail logs and appointment schedules. Database management. Assist in implementing programs including expenditures, policies and procedures. Preparation of the budget, contract and grant applications and financial statements for the programs. Provide direct support to the students and the coordinator.

QUALIFICATIONS: Bachelor’s Degree in Engineering or related field. A graduate degree in engineering or business is preferred. Familiarity with basics of personal computers and Microsoft Office Suite (Excel, Word, PowerPoint, Access, etc.) Capability of learning and working with various new computer packages. Excellent interpersonal and communication skills, ability to work with a diverse group of people and being self-motivated. Knowledge of EDI/EC and any work experience in technical sales and/or training a plus.

TECHNICAL & RESEARCH POSITIONS

POSITION TITLE: Research Technician (#037-11)
DEPARTMENT: RCMI Program

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: Ability to make arithmetical calculations as a part of scientific experiments. Proficiency with reading scientific literature. Ability to keep records. Ability to perform duties independently. Knowledge of mammalian cell culture maintenance, molecular biology and immunochemical techniques. 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: Research Associate (#008-11)
DEPARTMENT: COE Prostate Cancer

JOB DUTIES: Perform experiments in molecular biology and protein biochemistry, e.g., nucleic acid. purification, cloning, protein purification, immunoassays, growth of recombinant bacteria, mammalian cell
culture maintenance, immunohistochemistry and animal (mouse) studies. Assist in experimental design and laboratory maintenance, including ordering 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 State of Georgia. Compliance with policies of Clark Atlanta University.

QUALIFICATIONS: M.Sc. (preferred) degree in Biology. At least three to four years of previous laboratory experience. Ability to make arithmetical calculations as a part of scientific experiments. Proficiency with reading scientific literature. Ability to keep records. Ability to perform duties independently. Knowledge of mammalian cell culture maintenance, molecular biology and immunohistochemical techniques. 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 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, modern 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: 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 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