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 knowledge of treasury management procedures, financial institutions’ systems, and State and Federal financial management guidelines.
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.

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 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: 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 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).

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