CLARK ATLANTA UNIVERSITY
October 21, 2009

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.

ADMINISTRATIVE/MANAGERIAL POSITIONS

POSITION TITLE: Assistant Vice President & Director of Student Financial Aid (#059-10)
DEPARTMENT: Enrollment Services & Student Affairs

JOB DUTIES: Responsible for the overall planning, directing and managing of all aspects of state, federal and institutional financial aid programs in accordance with both statutory regulations and institutional policies; will provide leadership to the financial aid staff; will maintain responsive student and community interactions; and will provide assistance in other related areas as needed.

QUALIFICATIONS: Master's degree and seven years experience in financial aid administration or equivalent combination of education and experience and a demonstrated track record in successfully managing a financial aid department.

PROFESSIONAL POSITIONS

POSITION TITLE: Accounting Manager (#057-10)
DEPARTMENT: General Accounting – Finance

JOB DUTIES: Responsible for the day-to-day operation of the General Accounting function; ensures that daily, weekly and monthly financial information is recorded in the general ledger accurately and timely; ensures that financial transactions are recorded and supported in accordance with GAAP, NACUBO standards and University policies; reviews and approves journal entries to be recorded in the general ledger; maintains written departmental policies and procedures; communicates with other department heads regarding significant accounting issues to ensure timely and effective resolution; closes the general ledger monthly in accordance with established timelines; continuously monitors and evaluates business practices and modifies them as needed to maintain an efficient operation; supervises and develops the General Accounting staff; provides excellent customer service to all parties internal and external to the University.

QUALIFICATIONS: Bachelor’s degree with a major in Accounting or Finance, CPA preferred; minimum 5-7 years of progressive general accounting experience; knowledge of integrated accounting systems (Banner
preferred); advanced knowledge of Microsoft Office Suite, including Excel, Word and Access; demonstrated ability to assess and resolve issues quickly and resolutely; ability to work effectively with all organizational levels; ability to effectively train, supervise and develop staff; demonstrated ability producing timely and accurate financial information; excellent verbal and written communications skills.

**SUPPORT POSITIONS**

**POSITION TITLE:** Secretary to Dean (056-10)  
**DEPARTMENT:** School of Social Work

**JOB DUTIES:** Provide general secretarial and administrative support to the Dean. A high level of integrity is required, as well as the ability to work independently and to exercise sound judgment. The tasks vary in complexity and level of confidentiality for the Office of the Dean. Types letters, reports, memos and other documents and correspondence; proofreads typed documents for accuracy and completeness. Greets visitors, ascertain nature of business and direct them to appropriate staff. Schedules meeting and travel arrangements for the Dean. Maintains Dean’s records and filing system; assist program directors/members with special projects assigned by the Dean; perform other clerical duties as needed.

**QUALIFICATIONS:** Bachelors Degree. Four plus years secretary/administrative experience. Considerable knowledge of computers and various computer software packages used for word processing, graphs, tables, etc. i.e., word 2007, PowerPoint 2007, Excel 2007). Knowledge of office policies, procedures and practices. Effective organizational and time management skills. Ability to provide proper customer service. Ability to communicate effectively in writing and orally.

**POSITION TITLE:** Payroll Representative (#055-10)  
**DEPARTMENT:** Salary Administration

**JOB DUTIES:** Input and/or verify payroll maintenance, new hires, leave requests, direct deposits, deduction changes, supplemental pays, overtime pays, etc; audit and review all Personnel Action Forms and Stipend Forms; process and print checks for payroll; create positive pay and direct deposit files, to be sent to the bank; process supplemental payrolls; prepare payroll checks for distribution; process manual checks when necessary; reconcile payroll benefits and taxes; perform and document bi-weekly reconciliation of payrolls processed; assist Human Resources with troubleshooting issues and file maintenance and assist with year-end preparation of W-2 forms. Will also perform other related duties as assigned.

**QUALIFICATIONS:** Knowledge of computerized accounting systems and payroll programs (Banner, ADP, etc.), prior experience with the Banner system and in working with college/university accounting systems preferred. Knowledge of federal and state labor and tax regulations related to payroll; the ability to handle high volume and multiple tasks with attention to detail and accuracy; good interpersonal, organizational, problem solving and customer service skills are required. Must also have the ability to work cohesively as part of a team as well as be able to work independently.

**POSITION TITLE:** Gift Processing and Donor Records Specialist (096-09)  
**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 fundraising 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; an understanding of Oracle with the 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 to work cooperatively with constituents; ability to communicate effectively both verbally and in writing with
technical and non-technical personnel.

POSITION TITLE: Student Support Activities Coordinator (#052-10)
DEPARTMENT: Biological Sciences/MBRS RISE Program

JOB DUTIES: Responsibilities will include scheduling and preparing workshop and seminar materials as
needed; logistical planning and direct communication with student participants about support activities;
working closely with invited seminar speakers and workshop coordinators for the program; assisting in
identifying and placing students in summer internships; assisting students in identifying scholarships and
fellowships; working directly with the Webmaster; and meeting to update the program director and program
manager on a weekly basis.

QUALIFICATIONS: B.S. Degree in Biology, Chemistry, Mathematics or related field and six years relevant
work experience required. Must possess excellent communication and interpersonal skills; be a team player
and have ability to work well with others; be a self-starter and self-motivated and able to work with little
supervision; be proficient in the use of word processing software (Microsoft Word, Excel, Publisher,
PowerPoint and Adobe and other related packages); type accurately and possess working knowledge of
standard office procedures and equipment (e.g., fax machine, copier, etc.); be conscientious about confidential
information; have the ability to meet and deal effectively with the public, administrators, faculty, staff and
students; have knowledge of filing and record-keeping systems; and the ability to assume a variety of
responsibilities and work under pressure.

TECHNICAL & RESEARCH POSITIONS

POSITION TITLE: Software Developer (#049-10)
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.

QUALIFICATIONS: Bachelor’s Degree in Computer Science or Computer and Information Sciences, 3-5 years
as a software developer, 2-3 years as an Oracle Developer, and 2-3 years experience using the UNIX
operating system are required as well as knowledge of the following: Databases: Oracle, MS Access
Hardware: PC, HP, SUN, Cisco AGS+ Router Software: C, C++, VBA, Ksh, Awk, Sed, HTML, PERL Operating
Systems: UNIX (HP-UX and SunOS), Linux, Windows (NT and 2000) Concepts: Object-Oriented Analysis and
Design, System Maintenance, Problem Analysis/Solving, Network Management and Network Routing

POSITION TITLE: Senior Network Security Engineer (#048-10)
DEPARTMENT: Office of Information Technology & Communications

JOB DUTIES: Oversee and participate directly in the design, deployment, and operation of all data networks, systems administration and end-user appliances/PCs; serve as liaison between divisions of OITC in regards to overall information security. Will manage and maintain all security appliances which include Enterasys Dragon IDS/IPS, Cisco Network Access Control, and all appliances regarding Information Security; hands-on and leadership participation in designing technical infrastructure solutions for business needs; specify information security hardware and software standards and specific product selection; lead/participate in the configuring of network equipment, servers and PCs to ensure best practices approach to information security; maintain and manage systems with the goal of providing consistent, stable, secure high-performing data services to the University as a whole; develop and manage network security issues including network access policy and enforcement; single point of contact for all information security-related issues.

QUALIFICATIONS: Master’s degree in Computer Science discipline or equivalent industry experience and 5-10 years’ experience in a related position are required; a minimum of two years managerial experience preferred. Must have 5+ years of security engineering experience; expert-level knowledge of Ethernet, TCP/IP, and other common networking technologies; financial and personnel management expertise and experience are also required; CISCO Certified Network Professional (CCNP); Cisco Certified Design Professional (CCDP); Check Point Certified Security Engineer (CCSE); Microsoft Certified Professional +Internet (MCP+I); Microsoft Certified Systems Engineer (MCSE).

POSITION TITLE: Postdoctoral Associate (#054-10)
DEPARTMENT: CREST Center/Chemistry Department

JOB DUTIES: Qualified candidate must perform research experiments and implement research progress in the synthesis and characterization of functionalized carbon nanotubes. 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 with strong background and extensive experience in organic synthetic methodology, reaction mechanism, polymeric synthesis, and spectroscopic characterizations as well as excellent publications. Must have excellent publication records in top organic and polymer-related peer-reviewed journals for a full-time position at Clark Atlanta University. A minimum of three years’ previous laboratory experience is necessary. Must demonstrate strong and extensive technical skills in synthesis and characterization, including a variety of techniques commonly used in organic research and polymer research. Extensive skills in the interpretation of experimental data and in the summary of experimental results. Hands-on experience in state-of-art facilities routinely used in chemistry, including: GPC, FT-IR, NMR, GC_MS, HPLC, DSC and column chromatography. Ability to develop project progress based on oral and written instruction of scientific nature as well as keep good laboratory records. (Must provide three professional references with resume.)

POSITION TITLE: Post Doctoral Research Associate (#029-10) (2 Positions)
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.

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.

POSITION TITLE: Post-doctoral Research Associate (2 positions) (084-09)
DEPARTMENT: RCMI/Center or Cancer Research and Therapeutic Development

JOB DUTIES: Responsible for carrying out research in the areas of growth factor signaling, transcriptional regulation, genomics, prostate cancer invasion, metastasis and angiogenesis; and for the design, execution and interpretation of laboratory experiments.

QUALIFICATIONS: PhD in Biological Sciences and two to three years of previous postdoctoral experience in a relevant area. Must have knowledge in mammalian cell culture, microbiology, biochemistry, molecular biology and immunochemical techniques as well as skill in manipulation of nucleic acids (including RNA isolation, PCR cloning). Must have the ability to make arithmetical calculations as part of scientific experiments, to keep accurate records and to perform duties independently, to safely handle radioactive materials and biohazardous material, to understand oral and written instructions of a scientific nature, to follow departmental policies, procedures and regulations, and to operate laboratory equipment and instruments properly.

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

We are filing Labor Condition Application for H-1B nonimmigrant worker for the following position:

Title: Research Technician

Duties: -- Collecting and analyzing data for Clark Atlanta School of Business Accreditation and AACSB Accreditation.
-- Design, build, maintain, and debug the web-based AACSB Accreditation.
-- Administer, secure monitor, document, troubleshoot and support the network system in School of Business.
-- Build, maintain, troubleshoot and repair workstations and peripheral hardware, along with conducting installation of new software releases, system upgrades, evaluation and installation of patches and resolution of software related problems, along with ensuring effective system backups and recovery; Terminal Services, Video and Audio Conference system (Polycom).

Req. - A minimum of Bachelor’s degree in Biology, CS, or Information Systems or other closely related field.

Salary: $51,000/yr

Hours: 35 hours per week


Location: Atlanta, GA

Contact: Clark Atlanta University, Office of Human Resources, 233 James P. Brawley Dr. SW, Atlanta, GA 30314, or visit our web site at www.cau.edu

The LCA is available for public inspection at the HR Department. Complaints alleging misrepresentations of material facts in the labor condition application and/or failure to comply with the terms of the labor condition application may be filed with any office of the Wage and Hour Division of the United States Department of Labor.