CLARK ATLANTA UNIVERSITY
Job Description

Position Title: Assistant Professor of English--Generalist
Department: English and Modern Languages
Reports To: Dr. Georgene Bess-Montgomery, Chair

The following statements are intended to describe the general nature and level of work to be performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All duties listed are essential functions for the position. It is understood that other related duties may be assigned.

General Function (Description):

Clark Atlanta University seeks candidate for a tenure-track, Assistant professor position, in the English and Modern Language Department. Candidate must have a Ph.D. Also, the candidate needs to be an active scholar and dedicated teacher with demonstrated ability to teach composition and literature (World Literature, as well as literature in candidate’s field of specialization). This position carries a 4-4 teaching load and will begin August 2023.

Central to its mission, the Department caters to a student body that is predominantly African American, but also includes a significant percentage of international students from Africa, Asia, the Caribbean, and the Americas. Ideal applicants will be familiar with the mission of HBCUs.

Salary is negotiable based on qualifications and experience. Along with a letter of interest, candidate applications should include a curriculum vitae. Other materials, such as transcripts and letters of reference will be solicited once interview process begins. Review of candidates will begin February 1st. For additional information, please call 404.880.8171 or email Dr. Kelly DeLong at kdelong@cau.edu.

Examples of Duties and Responsibilities:

Responsibilities include teaching all levels of English, including undergraduate and graduate, MA and Ph.D. Additional responsibilities include mentoring students, working on graduate theses and dissertations. University and Departmental service as well as continued professional development are also required.

Knowledge, Skills and Abilities:

The preferred candidate should be familiar with different learning management systems, such as Banner Web; Canvas; Degree Works; GradesFirst, etc.; and the Microsoft Office Suite of applications including Excel, Word and PowerPoint. Candidates should also be familiar with discipline-specific instructional technology and be committed to integrating appropriate technology in teaching and in the assessment of learning.
**Minimum Hiring Standards:**

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<td>Education</td>
<td>Ph.D.</td>
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<td>Years of Experience</td>
<td>Minimum three years</td>
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<td>Years of Management/Supervisor Experience</td>
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*Clark Atlanta University is an Equal Opportunity/Affirmative Action Employer*