Position Title: Instructor
Department/Program: Chemistry
Reports To: Department 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):

- The Instructor will conduct lecture and laboratory activities for some combination of General Chemistry, Organic Chemistry, Physical Chemistry or Materials Chemistry. The Instructor professor will participate in the advising of students, course development and other departmental activities.

Examples of Duties and Responsibilities:

- Teach up to 12 credit hours per semester from a variety of undergraduate chemistry courses as assigned by the Department Chair. This may include some combination of General Chemistry Lecture/Laboratory, or Physical Chemistry Lecture/Laboratory
- Provide instruction and advisement to undergraduate students
- Develop and teaches laboratory exercises
- Develop laboratory policy and procedures for the introductory courses
- Hold office hours and meeting regularly with the Chemistry Department
- Participate in the development of courses and curriculum design
- Participate in the intellectual life of the department, including attend seminars and workshops, present research results and attend faculty meetings
- Contribute to departmental and interdisciplinary initiatives, including recruitment and retention efforts
- Perform other essential duties as assigned/outlined in the Faculty handbook

Knowledge, Skills and Abilities:

- Excellent interpersonal skills (written, verbal, and active listening)
- Communicates clearly, professionally, and effectively with all stakeholders
- Ability to teach with technology

Minimum Hiring Standards:

<table>
<thead>
<tr>
<th>Education</th>
<th>Candidates with MS degrees or “ABDs” in chemistry will be considered. Preference will be given to applicants who have completed a Ph.D. in chemistry or related field, preferably in an area relevant to course objectives.</th>
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<tbody>
<tr>
<td>Years of Experience</td>
<td>Prior teaching experience is not required but is advantageous. Preference will be given to applicants who have more than 2 years of experience teaching general chemistry or high level chemistry courses at a college or university</td>
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<td>Years of Management/Supervisor Experience</td>
<td>None</td>
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