



## CLARK ATLANTA UNIVERSITY

### Job Description

<b>Position Title:</b>	Online Higher Education Faculty (Assistant or Associate Level)
<b>Department:</b>	Educational Leadership
<b>Reports To:</b>	Educational Leadership 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 Department of Leadership currently seeks to employ a full-time (non-tenure track) faculty member to teach primarily in the Doctor of Education Higher Education Leadership (Ed. D.) Online Degree Program. The Online Ed. D. Program in Higher Educational Leadership is cohort based and courses are delivered online through the University's Learning Management System (CANVAS) in seven-week modules. The ideal candidate must have a Doctoral degree in Higher Education Leadership or a closely related field and have three or more years of teaching and/or professional Higher Education Leadership experience. Previous administrative and/or teaching experience working at the university college level is a plus. Applications must be submitted to [jobs@cau.edu](mailto:jobs@cau.edu) and include a cover letter (2 page limit), teaching statement, CAU Job application (<http://www.cau.edu/employment-opportunities/index.html>), curriculum vitae (CV), complete transcript, and three letters of recommendation. Review of applications will begin immediately.

#### **Examples of Duties and Responsibilities:**

Develop student engaging instructional assignments that are current, relevant to today's student population and related national, regional and state accreditation standards. All assignments must have accompanying assessment rubrics. Online Higher Education faculty members are expected to, but not limited to:

- Teach and/or respond to student inquiries daily online;
- Provide academic advisement;
- Serve a dissertation Chair/Advisor and as member of dissertation committees;
- Serve on departmental, School of Education and university committees;
- Attend all departmental, School of Education and university level meetings and ceremonies, etc.
- Provide clear directions regarding the learning expectations;
- Ensure all assignments are accompanied with learning objectives, outcomes and rubrics;
- Be highly responsive to the students; and
- Remain engaged in the Department of Educational Leadership's collective work to improve program higher education learning outcomes.
- Potential course assignments:
  - Administration & Governance of Higher Edu.
  - History of American Higher Education
  - Strategic Planning
  - Student Affairs and Academic Services
  - Human Resources Administration
  - Higher Education Finance
  - Social Justice and Diversity in Higher Education
  - Program Assessment and Evaluation

- Organizational Leadership and Theory
- Higher Education Policy Development and Anal.
- Law and Ethics in Higher Education
- Research Methods in Organizations
- Quantitative Research
- Qualitative Research
- Dissertation Research
- Community College Leadership and Practice
- University Teaching & Learning, Theory & Practice
- Managing Political Conflict in Higher Education International Higher Education
- Leading Change to Dev. & Empower Comm. Principle of College Student Rec. & Retention  
Faculty Issues in American College & Univ.
- Student Development and Learning
- Directed Research

NOTE: All applicants MUST be certified through the CAU T-Tech and CANVAS certification training prior to teaching assignments. Each applicant must pass the training assessment in order to be considered for this position.

***Knowledge, Skills and Abilities:***

- Ph. D. or Ed. D. with a background in Higher Education, Administration and/or Policy or a closely related field
- At least 12 semester hours at the graduate level in the discipline, or field related to Higher Education
- Expertise or familiarity with online course and syllabus design (i.e. experience developing modules, assessments, and rubrics for online engagement)
- Familiarity with Microsoft Office Suite tools, Canvas or other relevant learning management systems (LMS), and student information systems (SIS) such as Ellucian Banner.

***Minimum Hiring Standards:***

<b>Education</b>	Ph.D. or Ed.D. / Background in Higher Education or a closely related field
<b>Years of Experience or Management Experience</b>	3 or more years of university level teaching and administrative experience

