



CLARK ATLANTA UNIVERSITY

Job Description

Position Title:	Instructor
Department:	Biological Sciences
Reports To:	Dr. Joann B. Powell

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 Biological Sciences at Clark Atlanta University invites applications for a 9-month non-tenure-track Instructor's position beginning August 2026. The University seeks a qualified individual with experience in teaching, microbiology and other related courses at the college level. The successful candidate will teach general biology, microbiology and other related courses as assigned. The instructor will also have opportunities to support the University's externally funded and non-funded research and education. The instructor will collaborate closely with the faculty, staff, and students to carry out the day-to-day operational requirement of the laboratory which will include, but is not limited to (a) acquiring instruments, equipment and supplies for the laboratory, (b) become proficient in effective operation of management of instruments and equipment, (c) design and implement new laboratory experiments (d) co-instruct experiments in partnership with faculty and (e) develop and establish an effective program to train users. This position reports to the Chair of the Department of Biological Sciences.

Examples of Duties and Responsibilities:

- Prepare course syllabi and related materials
- Effectively deliver subject matter content
- Monitor student attendance and programs
- Participate on departmental committees
- Participate in the selection of text books
- Perform assessment of student learning outcomes
- Prepare grade reports and end of semester documents
- Take part in other service and professional development activities.
- Research and recommendations for acquisition of instruments, equipment and supplies for the laboratory.
- Undergo required training to ensure smooth operation of laboratory instruments and supplies
- Work with vendors of instruments and equipment, designated as required for lab operation. This includes new instruments and equipment to be acquired, and current instruments deemed necessary for effective laboratory operation
- Partner with faculty to develop new laboratory experiments for advanced research activities and co-instruct laboratory experiments with faculty
- Scheduling of laboratory and use of laboratory facilities in partnership with faculty and staff
- Develop good relationships with instrument and equipment vendors to ensure optimum performance and attend vendor recommended training sessions

- Remain up to date on new approaches being utilized by the research community to attract, retain, and graduate students in the research area
- Understanding of laboratory safety operations and chemical hygiene. Attend annual safety and hygiene training
- Maintain inventory (electronic and hardcopy) of instruments, equipment and supplies
- Conduct trainings and workshops on instrument and equipment use
- Conduct trainings and workshops on implementing new laboratories equipment and/or procedures
- Develop good working relationship within the CAU community
- Prepare monthly reports for the laboratory usage
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Must possess strong oral and written communication skills
- Must be able to work in a diverse environment
- Must have strong interpersonal, motivational and management skills;
- Must have outstanding experience and accomplishments in teaching
- Expected to adhere to University policy and procedures
- Knowledgeable of the specialized teaching techniques for effective laboratory instruction in biological sciences
- Ability to supervise teaching assistants and undergraduate researchers

Minimum Hiring Standards:

Education	Ph.D. within Biological Sciences
Years of Experience	At least 2 years of teaching at the college level preferred
Years of Management/Supervisor Experience	None required

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