



CLARK ATLANTA UNIVERSITY

Job Description

Position Title:	Adjunct Faculty Member
Department:	The Department of Educational Leadership
Reports To:	Higher Education Leadership Program Director

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 Educational Leadership Programs at Clark Atlanta University is seeking part-time adjunct faculty with successful experience in Higher Ed College and University settings (e.g., Institutional Affairs, Executive Cabinet/Board of Directors, SRVP/AVP Student/Academic Affairs, HR personnel, Community Regional or State P20 focused), that are vital in the development of transformational policies, procedures, and political decision making needed for MSIs & HBCUs.

Examples of Duties and Responsibilities

Part-time adjunct faculty are sought to teach (on an as-needed basis) in the Traditional On-Ground HYBRID and Online Asynchronous H.E Leadership Programs. We are specifically seeking adjuncts for topics that include:

- Community College Administration and Leadership
- Managing Political Conflict
- International Higher Education
- Quantitative & Mixed Research Methodology
- Student Development & Learning
- Program Assessment and Evaluation
- Law & Ethics in Higher Education
- Human Resources in Higher Education
- Student Affairs Leadership/Judicial & Title IX

Please note in your application which courses you are interested in teaching.

Knowledge, Skills and Abilities

1. Demonstrate competency, experience, and professional expertise in teaching specified course(s).
2. Must have employment background in an institution of higher learning specifically 2/4Yr college or university.
3. Documentation of professional memberships, i.e. Association of Colleges & Universities, National Association of Student Affairs Professionals (NASPA), National Academic Advising Association (NACADA), Association for the Study of Higher Education (ASHE), or Georgia Women in Higher Education (GAWHE).
4. Demonstrate fairness and equity to all students through practices aligned with Diversity Equity Inclusion and Belonging (DEIB)
5. Familiarity with Microsoft Office, Microsoft Excel, Ellucian Banner, and LMS Canvas.
6. Scholarly Activities and/or Publications within the last 5 years.
7. Experience as Dissertation Committee Member or Reader with familiarity of the process from Prospectus through Oral Defense Hearing.

Minimum Hiring Standards

Education	Ph.D. or Ed.D. from an accredited institution OR Terminal degree in an equivalent discipline is required. Quantitative Research backgrounds are strongly preferred.
Years of Experience	5 or more years preferred
Years of Management/Supervisor Experience	5 or more years strongly preferred