



# Clark Atlanta University

## Job Description

<b>Position Title:</b>	<b>Post-Doctoral Associate</b>
<b>Department:</b>	<b>School of Social Work, Campus Climate Grant Project</b>
<b>Reports To:</b>	<b>Dr. Corinne Warrener, Associate Professor</b>

*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 post-doctoral associate will have a part-time role for two years (ending in June 2025) on the grant-funded research project on Campus Climate. The associate will report to the Principal Investigator(s) on the project. The post-doctoral associate will assist with management of the project activities, including management of the project staff, development of survey, recruitment of study participants, administration of the survey, conducting literature reviews, and assisting with reports and manuscripts.

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

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- Attend project meetings; maintain and disseminate minutes.
- Assist with development of survey, methods, and implementation
- Coordinate with and oversee project staff on delegated activities such as literature reviews or other tasks.
- Attend other relevant events as required, including a final conference.
- Assist with writing technical reports and manuscripts.
- Develop and maintain productive working relationships with advisory boards, liaisons, and key stakeholders at all institutions involved in the project.
- Perform other duties as assigned.

### ***Knowledge, Skills and Abilities***

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- Effective oral and written skills, strong organizational skills, strong attention to detail
- Excellent computer skills, and proficiency in Microsoft Office Products
- Experience with CMS database such as Banner, Improve, CANVAS, etc.
- Experience with social media platforms such as Facebook, LinkedIn, Twitter, etc.
- Research or practical experience in interpersonal violence, violence against women, or other related issues is required.

- Excellent interpersonal skills with ability to work well with all levels of administration, faculty, staff and students.
- Discreet handling of all confidential information.
- Ability to compose correspondence, reports and requests for grant Director.
- Demonstrate self-motivation with the ability to work with little or no supervision, meet deadlines, prioritize assignments, provide recommendations and effectively communicate updates to others.
- Should be able to work outside the core office hours as needed.

***Minimum Hiring Standards***

<b>Education:</b>	PhD in Social Work (required); MSW (required)
<b>Years of Experience:</b>	

*Clark Atlanta University is an Equal Opportunity/Affirmative Action Employer*

***Revised 08/17/2023***