



## CLARK ATLANTA UNIVERSITY

### Job Description

<b>Position Title:</b>	Part-Time/Temporary Admin
<b>Department:</b>	Chemistry Department
<b>Reports To:</b>	Dr. Eric Mintz

*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):**

Provide assistance with the development of material for the Data Science Initiative for Summer Students, Faculty and Staff. Assist with reviewing applicants and the selections process for students who will participate in the nine-week virtual program during the summer.

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

Provide assistance in identifying material for students, faculty and staff who participates in the Summer Data Science Programs

Assist in recruiting and identifying students who are eligible to participate in the program

Provide other administrative duties as assigned

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

Experience in teaching and working with students; knowledge of Data Science to include HarvardX, RBasics and Coding

#### **Minimum Hiring Standards:**

<b>Education:</b> BS/MS in Mathematics	Experience in Teaching at the College Level
<b>Years of Experience:</b> 5+ years	5+ years of Teaching at Institutions of Higher Education
<b>Years of Management/Supervisor Experience :</b>	