

CLARK ATLANTA UNIVERSITY

STAFF PERSONNEL REQUISITION

It is the policy of the University that all positions be posted/advised within the University for a Minimum of five (5) days before an offer is extended.

POSITION INFORMATION				REQUISITION NO.	POSTING DATE																					
DEPARTMENT <u>CCRTD/RCMI</u>				<table border="1" style="width:100%; border-collapse: collapse;"> <tr><td colspan="3">HRIS ONLY:</td></tr> <tr><td colspan="3">POSITION NUMBER:</td></tr> <tr><td colspan="3">CLOSING DATE:</td></tr> <tr><td colspan="2">ECLASS:</td><td>PCLASS:</td></tr> <tr><td>Exempt</td><td>Non-exempt</td><td>EEO</td></tr> <tr><td colspan="3">Position Title:</td></tr> <tr><td>Salary Grade:</td><td>Min \$</td><td>Mid \$</td></tr> </table>		HRIS ONLY:			POSITION NUMBER:			CLOSING DATE:			ECLASS:		PCLASS:	Exempt	Non-exempt	EEO	Position Title:			Salary Grade:	Min \$	Mid \$
HRIS ONLY:																										
POSITION NUMBER:																										
CLOSING DATE:																										
ECLASS:		PCLASS:																								
Exempt	Non-exempt	EEO																								
Position Title:																										
Salary Grade:	Min \$	Mid \$																								
POSITION TITLE <u>Senior Research Scientist</u>																										
PAY GRADE <u>\$90,000</u>																										
HIRING PAY RANGE <u>\$85,000 - 95,000</u>																										
START DATE <u>1/8/2024</u>		END DATE																								
<input checked="" type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME HRS. Per Week _____ <input checked="" type="checkbox"/> REGULAR POSITION <input type="checkbox"/> TEMP. POSITION <input type="checkbox"/> HOURLY <input type="checkbox"/> SALARY - SUPERVISOR/MANAGER <input type="checkbox"/> YES <input type="checkbox"/> NO <u>Dr. Cimon V. Hinton</u> <u>12/07/2023</u> Hiring Manager Date <u>Dr. Jaideep Chaudhary</u> <u>12/07/2023</u> Dean/Department Head/Executive Date																										
<u>Sherese Cox</u> <u>01/13/2024</u> *Grants & Contract Approval Date *Budget Approval Date * <i>Signature required before forwarding to Human Resources Department</i>																										
REQUIRED BUDGET INFORMATION																										
<input type="checkbox"/> NEW POSITION <input checked="" type="checkbox"/> REPLACEMENT		(Name of Previous Employee)		DATE POSITION VACATED																						
		<u>Dr. Jin Zou</u>		<u>1/12/2024</u>																						
BENEFITS ELIGIBLE* : <input type="checkbox"/> YES <input type="checkbox"/> NO * Must work at least 25 hours per week																										
Index	Fund	Org	Acct. Code	Program Code	Activity Code	Amount	%																			
	22636B**	30116	6141	20	RSP	90,000	100%																			
ANNUAL TOTAL						90,000																				
DocuSigned by: <u>Daying Wu</u> Grant Director <u>Carol E. Johnson</u> 431280E38749D Director of Sponsored Program <u>Charlene Gilbert</u> 471C915B84A1448 Provost				December 7, 2023 APPROVALS <u>Jaideep Chaudhary</u> Chair/Director VP Finance and Administration Chief Human Resources Officer 6385959AC2D5472...		December 7, 2023 Date Date Date																				
Comments: **This position will be funded via University funds beginning March 1, 2024.																										
Please attach a Job Description (include Education and Years of Experience Required, along with Special Skills, Training, Technical Skills and Job Knowledge) submit via email or computer disk to Human Resources. Requirements must be stated on the job posting. <u>Background checks will be required for all applicants who receive an offer</u>																										
USE THIS SECTION FOR EXTERNAL RECRUITMENT REQUESTS																										
Recruitment Contact:		Ext. Number:		Advertising Budget Number:																						
Expense Number:		Advertising Media:																								
HR DEPT:		Date Position Filled		Name of Hire:		Total Recruitment Time																				



CLARK ATLANTA UNIVERSITY

Job Description

Position Title:	Senior Research Scientist
Department:	Center for Cancer Research and Therapeutic Development
Reports To:	Dr. Cimona V. Hinton

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 Senior Research Scientist will provide scientific and technical expertise, and administrative management of the operations of the CCRTD Core Research Facility. This role will serve as the technical and methodological support for faculty, researchers, and students of the CCRTD. This role will oversee the development of protocols, and applications, develop and maintain standard operational policies and procedures, develop and offer training and enrichments, assure compliance with safety regulations and university policies, evaluate and recommend new equipment, software, and other relevant research tools, and contribute to the performance of experiments, simulations, or theoretical investigations as needed by researchers. The Senior Research Scientist will contribute to the development of the core facility strategic plan, and align policies and practices to the plan. Finally, this role will report to the Director of Core Facilities, work with a core facility research administrator and a facilities/equipment manager, and may manage staff. The Senior Research Scientist shall demonstrate a customer service-oriented character with excellent verbal and written communication skills and attention to detail. The candidate shall be able to juggle multiple responsibilities while still meeting deadlines.

Examples of Duties and Responsibilities:

1. Maintains an operational lab environment in order to conduct sponsored research projects by supervising research scientists, research technicians, research faculty, staff research scientists and students, and provides training to the cohort on procedures and protocols relating to complex scientific operations, analyses, and equipment. Collaborates in conducting research by working with students, staff, faculty, and/or other affiliates.
2. Supervises research projects (completely or portions) by determining and assigning tasks, timelines, and milestones for the completion of sponsored research projects.
3. Develops and updates guidelines and protocols for lab operations and procedures and disseminate that information to cohorts of research staff, faculty, and students that work in the labs.
4. Serves as a designated leader within the CCRTD core infrastructure by managing cores, implementing the overall mission & scope, assuring quality and control, and ensuring general operational efficiency.
5. Maintains accurate records of experiments and analyses performed, conducts relevant literature searches, and maintains up-to-date knowledge of all current methods of experimentation.
6. Understands the principle operation of specialized equipment and trains how to operate the equipment.
7. Contributes to the preparation and presentation of findings at meetings, conferences, etc.
8. Contributes to a work environment that encourages respect for those of differing cultures or backgrounds.

9. Remains competent and current through self-directed professional reading, professional networking, professional development training, and others as required by the supervisor.
10. Remains current on emerging techniques, software programs, and instrumentation in the field of expertise. Assists the department of facilities management in specifying, implementing, and supervising facility modifications or upgrades.
11. Develop and manage operational systems such as billing programs, cost analysis equipment or facility reservation programs, data servers, and data backup and archiving systems.
12. Works with the core facility research administrator to manage the facility's operational and fiscal activities.
13. Prepares and manages budget expenditures with the core facility research administrator.
14. Set policies on equipment training for personnel, instrument usage, and sample preparation/controls.
15. Prepares "state-of-the-facility" reports/presentations for the university, college, or external research funding agencies.
16. Develops and manages print and web-based external/internal relations and communications.
17. May write research proposals/grants to secure funding to increase the core facility's research value by obtaining new instrumentation and techniques. May contribute to research articles for scientific journals.
18. May hire, manage, and evaluate staff.
19. Assures all users are compliant with safety regulations and university policies.
22. Contributes to the overall success of the project by performing other duties as assigned.

Knowledge, Skills, and Abilities:

Effective organizational, interpersonal, and communication skills are required. Must have the ability to work collaboratively with faculty, staff, students, and external collaborators. Proficiency with Microsoft Office Suite, videoconferencing, statistical software, image generation, graphics, and other advanced skills in generating biomedical research data are required. A record of inclusive conduct and evidence of multicultural skills in the workplace is required. Occasional lifting and carrying of materials and equipment weighing up to fifty pounds. Normal color vision is preferred in order to conduct experiments.

Minimum Hiring Standards:

Education	Ph.D. degree in a division of biomedical sciences or a related discipline is required. An equivalent combination of years of experience, and education, may be considered for substitution of educational requirements.
Years of Experience	Five (5) years of research experience is required including a basic knowledge of lab techniques and other related protocols that pertain to biomedical research. Experience with grants and contract development, and execution, is desired. Experience in writing and communicating scientific research is required. Experience in ethical independent thinking and judgment in the absence of established protocols or procedures is required.
Years of Experience	A minimum of five (5) years of management/supervisory experience is required.

Certificate Of Completion

Envelope Id: 32A879F8D15843D39FF48D6ACA4FE910	Status: Sent
Subject: Complete with DocuSign: Job Description_Senior Research Scientist_Condensed_Dec 2023.pdf, staff...	
Source Envelope:	
Document Pages: 3	Signatures: 4
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Enveloped Stamping: Enabled	Priscilla Bakari
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	PBakari@cau.edu
	IP Address: 24.99.207.15

Record Tracking

Status: Original	Holder: Priscilla Bakari	Location: DocuSign
12/7/2023 2:53:17 PM	PBakari@cau.edu	

Signer Events

Daqing Wu
 dwu@cau.edu
 Professor
 Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:

 26F119BA30CF44A...
 Signature Adoption: Pre-selected Style
 Using IP Address: 92.119.18.197

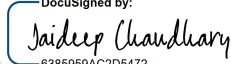
Timestamp

Sent: 12/7/2023 3:28:10 PM
 Viewed: 12/7/2023 3:30:06 PM
 Signed: 12/7/2023 3:30:09 PM

Electronic Record and Signature Disclosure:

Accepted: 5/22/2021 8:42:07 PM
 ID: e2ee3e8b-e3c3-4e79-8183-a791627db2bd

Jaideep Chaudhary
 jchaudhary@cau.edu
 Dean
 Clark Atlanta University
 Security Level: Email, Account Authentication (None)

DocuSigned by:

 6385959AC2D5472...
 Signature Adoption: Pre-selected Style
 Using IP Address: 162.225.62.105

Sent: 12/7/2023 3:30:10 PM
 Viewed: 12/7/2023 4:03:24 PM
 Signed: 12/7/2023 4:03:50 PM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Carol E. Johnson
 cjohnson@cau.edu
 AVP, Research & Sponsored Programs
 Clark A
 Security Level: Email, Account Authentication (None)

DocuSigned by:

 4312B8CE68F749D...
 Signature Adoption: Pre-selected Style
 Using IP Address: 205.129.164.35

Sent: 12/7/2023 4:03:51 PM
 Viewed: 12/7/2023 4:09:30 PM
 Signed: 12/7/2023 4:47:30 PM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Charlene Gilbert
 cgilbert@cau.edu
 Provost and SVP for Academic Affairs
 Clark Atlanta University
 Security Level: Email, Account Authentication (None)

DocuSigned by:

 471C915B84A1448...
 Signature Adoption: Pre-selected Style
 Using IP Address: 205.129.164.35

Sent: 12/7/2023 4:47:32 PM
 Viewed: 12/11/2023 2:27:12 PM
 Signed: 12/11/2023 2:27:36 PM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

budgetoffice@cau.edu
 budgetoffice@cau.edu
 Security Level: Email, Account Authentication (None)

Sent: 12/11/2023 2:27:38 PM
 Resent: 1/12/2024 4:22:20 PM

Signer Events	Signature	Timestamp
---------------	-----------	-----------

Electronic Record and Signature Disclosure:
Accepted: 12/7/2023 2:54:52 PM
ID: 60a2319d-38cc-4f40-9302-8deb727b92b6

Ramona Roman
rroman@cau.edu
Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

In Person Signer Events	Signature	Timestamp
-------------------------	-----------	-----------

Editor Delivery Events	Status	Timestamp
------------------------	--------	-----------

Agent Delivery Events	Status	Timestamp
-----------------------	--------	-----------

Intermediary Delivery Events	Status	Timestamp
------------------------------	--------	-----------

Certified Delivery Events	Status	Timestamp
---------------------------	--------	-----------

Carbon Copy Events	Status	Timestamp
--------------------	--------	-----------

Kelly Williams
Kwilliams@cau.edu
Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Priscilla Bakari
pbakari@cau.edu
Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

In Process

Witness Events	Signature	Timestamp
----------------	-----------	-----------

Notary Events	Signature	Timestamp
---------------	-----------	-----------

Envelope Summary Events	Status	Timestamps
-------------------------	--------	------------

Envelope Sent	Hashed/Encrypted	12/7/2023 3:28:10 PM
Envelope Updated	Security Checked	1/12/2024 4:22:18 PM
Envelope Updated	Security Checked	1/12/2024 4:22:18 PM

Payment Events	Status	Timestamps
----------------	--------	------------

Electronic Record and Signature Disclosure
--

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Carahsoft OBO Clark Atlanta University (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Carahsoft OBO Clark Atlanta University:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: tcrawford@cau.edu

To advise Carahsoft OBO Clark Atlanta University of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at tcrawford@cau.edu and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Carahsoft OBO Clark Atlanta University

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to tcrawford@cau.edu and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Carahsoft OBO Clark Atlanta University

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to tcrawford@cau.edu and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Carahsoft OBO Clark Atlanta University as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Carahsoft OBO Clark Atlanta University during the course of your relationship with Carahsoft OBO Clark Atlanta University.