



# CLARK ATLANTA UNIVERSITY

## Job Description

<b>Position Title:</b>	Tenure Track Assistant Professor
<b>Department:</b>	Educational Leadership
<b>Reports To:</b>	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 a full-time faculty member with successful experience teaching and leading in college or university settings. The ideal candidate will have interest and experience working in the development of transformational policies, procedures, and decision-making impacting MSIs & and HBCUs. Current membership and active affiliation with professional organizations, specifically Higher Ed focused both locally and nationally preferred.

All interested applicants **must apply** at (<http://www.cau.edu/employmentopportunities/index.html>) to complete an employment application and package. A completed application includes: cover letter, teaching statement, curriculum vitae (CV), official transcript, copies of certifications/credentials, along with three letters of recommendation. Review of applications will begin January 1, 2024. **Anticipated Start Date: August 1, 2024**

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

- Teach doctoral level (on-campus and online) courses in the Higher Education programs
- Publish HE research articles in peer reviewed journals and submit grant proposals
- Chair dissertation committees and mentor doctoral students
- Participate in recruitment events such as open houses and admission interviews
- Follow all CAU guidelines and protocols related to governance, faculty performance, evaluation, fiscal affairs, department management and inter/intra departmental and university wide collaboration
- Attend and actively participate in department, school-wide and designated university level committees
- Develop engaging instructional assignments and syllabi that are current, relevant to today's student population and compliant with university and SACS-COC standards.
- Assess grades for students based on participation, performance in class, assignments, and examinations
- Report student learning outcomes, class reviews, and analyze student data
- Attend and engage key state/national level stakeholders and attend meetings related to Educational Leadership, Higher Education Leadership, etc.
- Provide consistent in-person and online academic/career advisement for all assigned students
- Stay updated on innovations and changes within the HE field
- Be highly responsive to the students; maintain required student records
- Demonstrate commitment to the Department of Educational Leadership's collective work to improve program higher education learning outcomes
- Maintain at least 10 hours of weekly in-person office hours on campus.

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

1. Demonstrate competency, experience, and professional expertise in teaching specified course(s).
2. Experience chairing dissertations and guiding students from Prospectus through Oral Defense Hearing.
3. Administrator & Executive Leadership experience providing data informed decision making and authority supervising college or university staff/faculty etc.
4. 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).
5. Display understanding and demonstration of fairness and equity to all students through instructional/governance practices aligned with Diversity, Equity, Inclusion, and Belonging (DEIB).
6. Familiarity with Microsoft Office, Microsoft Excel, Ellucian Banner, and LMS Canvas.
7. Record of scholarly publications, grants and presentations within the last 5 years.
8. Experience in Quantitative or Mixed Methods Research (preferred)

***Minimum Hiring Standards***

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

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